Professional Development Renewal Requirements

NCTS Credential Renewal

Name

Email

Expiration Date for Current NCTS Certification

Address where NCTS certificate should be mailed

The candidate for renewal of NCTS credentials must submit evidence of having met **at least TWO** of the requirements listed below. Check two or more requirements to be considered and upload the corresponding documentation.

- ☐ Successfully completed a minimum of 3 semester hours of course work in areas related to the field of transition *(Transcript)*
- ☐ Taught the equivalent of a semester course in transition an area of special education in a college or university *(Letter from administrator)*
- ☐ In-service transition training hours validated by supervising teacher or administrator *(Letter from administrator)*
- ☐ CEC/DCDT Professional Development *(List events in the chart below)*

For each item checked above, please summarize your professional development completed since last NCTS date. For items requiring documentation, submit documents within the Monday Form where you also submit this document.

3 Semester Hours of Course Work

Successfully completed a minimum of 3 semester hours of course work in areas related to the field of transition. Upload your transcript with the course name(s) and credit(s) highlighted.

Course Number	Course Title	Credit Hours	Semester/ Year	Brief Description

Course Taught

Taught the equivalent of a semester course in transition in a college or university. Upload a letter from an administrator documenting the course number, course name, credit hours, course description, and the semester it was taught.

Course Number	Course Title	Credit Hours	Semester/ Year	Brief Description

In-Service Transition Training

In-service transition training hours validated by supervising teacher or administrator. Upload a letter from administrator documenting the training name(s), hour(s), brief description(s), and date(s) completed.

Session Title	Date	Hours	Brief Description

Session Title	Date	Hours	Brief Description

CEC/DCDT Professional Development

CEC/DCDT professional development listed by conference/year, title, and hours for each event. For CEC virtual events, write the type of virtual event under “Conference,” for example, “Webinar” or “Masterclass.”

Conference	Year	Session Title	Hour(s)

Conference	Year	Session Title	Hour(s)

Total Hours

Submit this form with evidence of completing selected professional development options. This form constitutes evidence of CEC/DCDT Professional Development completed. No additional evidence is needed for CEC/DCDT PD opportunities.