**Technology Proficiency Submission Form**

*State proviso requires that all teachers demonstrate technology proficiency every five years. Greenville County uses Intel Teach to the Future 2, Intel Elements, and A.L.I.V.E. to meet initial technology proficiency.* ***Once a teacher acquires initial proficiency, he/she must accrue 30 hours of technology points over the next five years in order to renew technology proficiency.*** *These 30 hours can be ANY type of technology workshop or technology integrated workshop offered at the school or district (software training, Promethean Training, etc.). This also includes conferences and graduate level technology classes.*

**To request initial technology proficiency or renewal of technology proficiency, please complete the following steps and submit request to** **techprof@greenville.k12.sc.us****.**

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| [ ]  I am submitting **initial** technology proficiency | **OR** | [ ]  I am submitting technology proficiency **renewal**. |
| 1. Fill out the information on the form below **(type in the blue boxes).**
2. Paste your course certificate of completion into the document. All documents must be included in one file.
3. Email this form to techprof@greenville.k12.sc.us. **\*Do not email your renewal directly to any member of the Instructional Technology Staff.**
 | 1. Fill out the information on the form below **(type in the blue boxes).**
2. Copy and paste all points/credits from the My Recertification tab in the Professional Development Tool (Portal) onto page 2 of this document.
3. Using the Highlighter Tool in Microsoft Word, highlight all technology workshops you are requesting to count towards your proficiency renewal.
4. Email this form to techprof@greenville.k12.sc.us. **\*Do not email your renewal directly to any member of the Instructional Technology Staff.**
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**Once points have been verified, proficiency will be entered into the State Department of Education website and your technology proficiency will be updated**.

[ ]  By checking this box, I understand that I will **not** be notified unless there is a problem with my submission. Renewals will be processed **after** the technology proficiency expiration date and will appear on page 2 of the teacher’s online certificate at <https://ed.sc.gov>.

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|       |  |       |
| Name |  | School |
|       | @greenville.k12.sc.us |  |       |
| Email |  | Employee Number |
|       |  |       |
| Certificate Number |  | Telephone Number |
|  |  |  |

**Copy and paste professional points/workshops from the My Recertification Tab in the Professional Development Registration Tool (Portal) or your Intel/ALIVE certificate of completion (Initial Technology Proficiency) here:**

Click here to insert Portal record.