



Human Resource Management System

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TO: Personnel Administrators
HRMS Administrators

FROM: Mark Cramer
Team Lead - HRMS/Licensure
Financial and Business Services/HRMS

SUBJECT: HRMS LEA CEU Policy Changes

As most of you are aware, during the 2011 legislative session the General Assembly reduced the number of renewal credits required for a teacher to renew a Standard Professional 2 license from 15 to 7.5 credits. Consequently, the State Board of Education approved policy changes regarding renewal requirements during their November board meeting. The new requirements include 1 renewal credit for literacy, 1 renewal credit in the academic subject area, and 5.5 general credits (not to include years of experience) in each 5-year renewal cycle. Literacy now applies to all K-12 educators, and the intent of the policy includes Student Service Personnel. In addition, experience credit is not allowable for the 15 CEU's required for validating an expired license.

In the not-too-distant future, the HRMS team plans to make several changes to the HRMS system to accommodate these policy changes. Adjustments that will be made to the system include:

- The data field for “Reading Methods Credits” will be re-labeled as “Literacy Credits” and will include both Reading Methods Credits and Literacy Credits. This will apply both to online forms within HRMS, and reports in the Reporting Tool.
- You may recall that the system does not currently allow Reading Methods and Academic Credits to be awarded for the same course. Because the Reading Methods (Literacy) credit requirement has been reduced from 3 credits to 1, the old logic that splits Reading Methods & Academic Credits when LEAs assign both types of credit for the same course will be modified as follows:
 - If the employee has less than 1 Literacy Credit, the credit assigned for that course will be awarded to the employee's Literacy Credit until it reaches 1, then any remaining balance will be carried over to the employee's Academic Credits balance.

- If the employee already has at least 1 Literacy credit, then the credit assigned for the course will be awarded to the employee's Academic Credit.

Another change is that since renewal credit can no longer be awarded for teaching experience, LEAs should not run the HRMS Renewal Credit bump as part of their year-end activities in the future. Additionally, teaching experience renewal credits previously awarded to teachers in their current renewal cycle for 2008, 2009, 2010 and/or 2011 are no longer eligible to be counted toward the 7.5 credits required for renewal. As a result of the new policy, the HRMS team has had requests from several LEAs to remove the CEU credits previously awarded since they still appear within the HRMS application.

There are two options that each LEA has for handling these previously issued renewal credits received for teaching experience:

1. These renewal credit records can be removed entirely from the system, or
2. They can be marked as "No Credit" in the system, which means that they will still appear on the employee's CEU History page within HRMS but will be marked as "No Credit" and will not count toward the teacher's total credits. If this option is chosen, it is important that LEAs communicate to their teachers when they view their CEU history using the "Lookup My CEUs" feature in HRMS, even though the class code and the CEU credit values display on the form, the presence of a red "X" in the 'No Credit' column means that the credit values for that course are not included in their CEU totals.

The HRMS team recommends that LEAs choose option 2, because it is generally preferable to retain an audit trail of the existence of these experience renewal credits. Additionally, in the unlikely event that anything changes in the future, Option 2 would make it easier to reinstate these credits. But it is up to the discretion of each LEA how they wish to handle these previously-created experience credit records; either of the two options stated above is acceptable. Since it is a very tedious and time-consuming process for LEAs to perform either of these processes manually, the HRMS team is ready and available to assist LEAs by performing a mass update to handle these experience credit records which no longer qualify for renewal credit.

Please contact the DPI Help Desk at (919) 807-HELP or send an email to hrms.incidents@its.nc.gov if your LEA would like assistance with this. Because each LEA has the option to choose how they wish to handle these experience credits, the HRMS team will not perform any automatic updates without a specific request from each LEA. Please share this information with the appropriate personnel in your LEA, and contact us if you have any additional questions or if you would like for us to assist you with handling these old teaching experience credit records.