

# **CERTIFIED SCHOOL** **IMPROVEMENT** **SPECIALIST (CSIS™)**

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## **Application for CSIS™ Certification Maintenance**

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**THE INSTITUTE FOR PERFORMANCE IMPROVEMENT, L3C**  
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# **Certified School Improvement Specialist™ Maintenance Application**

## **CSIS™ - Individual Designation**

Certification maintenance or re-certification for an individual with the CSIS™ designation is based on continued work in the field, adherence to the Code of Ethics, and the accumulation of 40 points for professional development, volunteer service, and contributions to the field.

### **A. Professional Development**

Professional development activities are essential for a School Improvement Specialist to remain current in the field. Therefore, to retain and continue to use the CSIS™ designation, a School Improvement Specialist must accumulate 40 certification maintenance points during the five-year certification period. All 40 points may be for professional development although up to 20 points may be for volunteer work and/or contributions to the field. Professional development activities include workshops and in-service education events sponsored by local schools, school districts, regional offices, degree-granting institutions, vendors, and national organizations when the subject relates to one or more of the Standards.

### **B. Volunteer Work and Contributions to the Field**

Up to 20 of the 40 points required for certification maintenance can be in areas such as volunteer work and contributions to the field (instruction, research, professional writing, serving as Board member of a national or international organization or as a President of a local organization, reviewing CSIS™ applications, presenting at a national association conference). CSIS™s should maintain a record of their continued professional development during their five-year certification period on the Record of Accomplishment form found on pages 7 and 8.

## **CSIS™ Maintenance Instructions:**

1. Read the Code of Ethics (Page 4) and type your name and date.
2. Complete the Certification Maintenance Declaration (Page 4) with your name and the date.
3. Complete the CSIS™ Certification Maintenance Fee section (Page 5) indicating your method of payment.
4. Complete the CSIS™ Certification Maintenance Information section (Page 5).
5. Complete the record of your professional development, volunteer service, and/or contributions to the field (Pages 6 and 7).
6. Submit completed form to Dr. Jean Quigg, National CSIS™ Director, Jean@TifPI.org. Your cover e-mail will serve as your signature.

## **Certification Maintenance Dates and Late Submission Procedures**

To remain certified, CSIS™s must complete and electronically submit this application directly by the anniversary date of their initial certification. Certification Maintenance applications are due no later than December 31st of the fifth year.

The application does not need to be signed. The e-mail address used to submit the Certification Maintenance application will serve as evidence that the application came from the applicant.

There will be an additional fee of \$100 for late applications that are submitted within six months of the required date. After that six-month period, former CSIS™s will have to submit one project that demonstrates their use of all 10 Standards, using the current application form. Two CSIS™ reviewers will evaluate this application. The fee for this application and review process is \$695.

Filing for Certification Maintenance may be extended on a case-by-case basis provided the individual makes the request in writing to the National Director of Certification 30 days after the date of expiration. CSIS™s who do not obtain Certification Maintenance status within six months during the certification maintenance period will be denied the use of the CSIS™ designation and must re-apply for certification to regain their CSIS™ status.

## CSIS™ Code of Ethics

The Code of Ethics and the CSIS™ Standards are intended to promote ethical practices in the profession of facilitation of improved performance of students, teachers, school leaders, and the school system as a whole. By signing the Code of Ethics you indicate that you agree to abide by them.

**1. Add Value**

I agree to conduct myself and my work in ways that add value to students, educators, families of students, the community, and the global environment.

**2. Validated Practice**

I agree to follow validated practices in school improvement strategies in keeping with the Standards of the Certified School Improvement Specialist™.

**3. Collaborate**

I agree to work collaboratively with those I guide and serve, colleagues, supervisors, and stakeholders functioning as a trustworthy strategic partner.

**4. Continuous Improvement**

I agree to engage in activities designed to continuously improve my proficiency in the field of school improvement.

**5. Integrity**

I agree to be honest and forthright in my representations to those I guide and serve, supervisors, colleagues, stakeholders with whom I may come in contact while practicing school improvement, and I assure that no performance data including test results has been tampered with or misrepresented.

**6. Confidentiality**

I agree to maintain student and personnel confidentiality.

**7. Conflict of Interest**

I agree to avoid any actual or semblance of conflict of interest from which I will or may derive benefits not equitably offered others.

**Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Certification Declaration

I certify that the following record of my professional development is accurate. I further certify that I have remained active in the field and in continuously improving the performance of school leaders and teacher leaders and that I have adhered to and will continue to adhere to the Code of Ethics.

I also understand that acquiring Certification Maintenance as a School Improvement Specialist is an indication that I have met the Standards as evidenced by my past work and is neither an endorsement of me for future work nor a guarantee of future performance.

**Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Certification Maintenance Fee

The fee is \$250. Payment can be made by PayPal or check. All payments must be made in U.S. dollars. A late submission fee of \$100 will be charged for applications received after the Certification Maintenance date.

Checks should be made payable to TIfPI and should be mailed to:

CSIS Certification Maintenance, TIfPI, 9s211 Graceland Street, Downers Grove, IL 60516

## CSIS™ Certification Maintenance Information

First Name \_\_\_\_\_  
Middle Name or Initial \_\_\_\_\_  
Last Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Country/Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of original certification: \_\_\_\_\_

## Acceptable Professional Development Points

Professional development includes enhancing your performance improvement knowledge and skills by partaking in conferences and workshops sponsored by local schools, school districts, academic institutions, or national organizations when the subject relates to one or more of the CSIS™ Standards.

<u>Contact Hours</u>	<u>Points</u>
1 hour	1 point
3 hours or a half-day program	3 points
6 hours or a full-day program	6 points

A maximum of 12 points can be given for attending any individual event. All 40 points for Certification Maintenance can be earned through professional and continuing development experiences that enhance your performance improvement skills or can be augmented with up to 20 points for volunteer roles and contributions to the field as described below:

- 5 Points per year: Volunteer service as a Board member of a national or international organization or as a President of a local organization
- 3 Points per year: Volunteer service as a CSIS™ reviewer.
- 3 Points: Instructor in a performance improvement or related field course
- 5 Points: Author of a published performance improvement book
- 3 Points: Author of a published performance improvement article, book chapter, or research paper
- 3 Points: Presentation at a national professional association conference

To inquire about points for other service examples, please contact Dr. Jean Quigg, National CSIS™ Director, at Jean@TIfPI.org.

## Record of Accomplishments

**A. Professional Development.** All 40 points necessary for Certification Maintenance can be earned through attendance at professional conferences, training programs, and educational courses.

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Sponsor:**

**Program Title:**

**Number of Contact Hours:**

**Number of Points:** \_\_\_\_

**Location:**

**Date:**

**Total Points for Professional Development:** \_\_\_\_

**B. Volunteer Service and Contributions to the Field.** A maximum of 20 points can be earned for Volunteer Service and Contributions to the Field.

**Volunteer Service**

Describe the service:

**Number of Points:** \_\_\_\_

Repeat as necessary:

**Number of Points:** \_\_\_\_

**Contributions to the Field**

Describe the contribution(s):

**Number of Points:** \_\_\_\_

**Total Points for Volunteer Service and Contributions to the Field:** \_\_\_\_

(No more than 20 Points from this section will count toward  
Certification Maintenance.)