

## CERTIFICATION

### A. Purpose and Scope

To provide guidance and direction for certificated personnel, principals and/or other administrative personnel regarding credentials and National Board Certification.

### B. General

1. Certificated personnel are responsible for renewing and registering their credentials and keeping them valid.
2. Teachers may teach on emergency or provisional credentials providing no regularly credentialed teachers are available.
3. The Governing Board will not employ any certificated personnel on a permanent, temporary or substitute basis unless that person has demonstrated basic skills proficiency as required unless that person is exempted from this requirement.
4. National Board Certification is a demonstration of a candidate's teaching practice as measured against high and rigorous standards. A National Board for Professional Teaching Standards (NBPTS) is a certificate attesting that a teacher has been assessed by his or her peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments. Equally important, National Board Certification is a means to professional growth and improvement.

### C. Forms Used and Additional References

Application for credential authorizing Public School service.

App National Board Certification application

National Board Certificate

Application for issuance of temporary county certificate.

### D. Procedure

#### Responsibility for District Registration and Renewal

Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the district a valid credential authorizing the person to work in that position. All certificated personnel are personally responsible for renewing of their credentials and for

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keeping them valid. Certificated employees also shall register renewed credentials with the district within 60 days after the renewal.

No Pay for Invalid Credential

A teacher whose credential is not valid cannot be paid for the time service is rendered under such conditions.

Responsibility for County Registration

Each credential actively used by the teacher must be registered with the office of the county superintendent of schools. This is the teacher's responsibility.

Certification and Registration Required

A teacher whose credential is not on file with the county office as required by law will be subject to automatic suspension. No warrant will be drawn in favor of any person requiring certification until he/she is properly credentialed and registered with the county.

Emergency and Provisional Credentials

Teachers may teach on emergency or provisional credentials, providing no regularly credentialed teachers are available; or one or more credentialed persons are available, but are not deemed qualified.

Proficiency in Reading, Writing and Mathematics

Prior to being hired by the Governing Board, all certificated persons, whether hired on a permanent, temporary or substitute basis, shall demonstrate basic skills proficiency in reading, writing and mathematics, unless specifically exempted from this requirement by Education Code 44830.

Certificated persons who have not held a position requiring certification within 39 months of employment and who have not taken the state basic skills proficiency test may be hired as temporary employees, provided they pass a basic skills proficiency test developed and administered by the district. Such employees shall subsequently take the state test within one year of employment.

Persons holding a designated subjects special subjects credential or vocational designated subject credential shall not be required to take the state basic skills proficiency test unless their specific credential requires the possession of a baccalaureate degree. Instead, these persons shall be assessed with district proficiency criteria established by the Board for these credentials, which shall be at least equivalent to the district test required for graduation from high school.

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Out-of-State Credentials

The district may employ an out-of-state applicant who has met the requirements of Education Code 44274.2, 44275.3 or 44275.4 and obtained a preliminary or professional clear credential from the Commission on Teacher Credentialing.

A teacher trained out of the state or country who has been issued a five-year California preliminary credential shall pass the state basic skills proficiency test described above within one year of the issuance date of the credential in order to be eligible to continue teacher. To be eligible for a professional clear credential, he/she must also meet legal requirements for subject matter competence, course completion, and either a fifth-year postsecondary program or an induction program for beginning teachers.

National Board Certification

1. The teacher shall submit a completed copy of the National Board Certification application to the Human Resources Office. Once the Human Resources Office has received the National Board Certification application, the District shall initially provide a total of \$300 toward the National Board Certification fee.
2. Each teacher seeking National Board Certification shall apply for the maximum Subsidy offered by the State of California to further offset the National Board Certification fee.
3. Upon receiving verification that the teacher has achieved National Board Certification, TUSD shall reimburse the teacher the cost of the National Board Certification fee to a maximum of \$2,300 minus the initial amount of \$300 provided by TUSD and any subsidy provided by another organization including the \$1,000 subsidy if obtained from the State of California.
4. Each teacher who obtains National Board Certification shall receive an annual stipend equal to 5% of the non-adjusted Class I, Step I of the Tracy Unified School District Certificated Salary Schedule A. The annual stipend will continue for the life of the National Board Certificate.

**E. Reports Required**

None

**F. Record Retention**

Copies of credentials in employee's personnel file.

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National Board Certificate (Personnel file)

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Regulation Acknowledged: 2/25/03