

**Policy Statement 6121 (Personnel) of the Board of Education
Regarding the Certification or Licensure of Support Employees**

- I. Purpose
 - A. To ensure that support employees hold the appropriate Maryland occupational license, certificate, permit or health profession license as required by their position in order to meet industry standards
- II. Definitions
 - A. Certificates, Permits and Health Profession License – a credential that is issued to employees who have specialized positions which require a certificate, permit or health profession license in order to perform the essential job functions
 - B. Maryland occupational license – a license that is issued to workers in the trades which satisfy the requirements set forth by the licensing board/agency for a given validity period
 - C. Support employees – employees who are not employed in positions that require a Maryland professional certificate as defined in COMAR 13A.12.01.02
- III. Policy Statement
 - A. The Board of Education is committed to ensuring that support employees hold a Maryland occupational license, certificate, permit or health profession license when it is required to meet industry standards for their position. When a Maryland occupational license, certificate, permit or health profession license is required, it will be identified in the support employee’s job description. When it is identified as necessary, Calvert County Public Schools will hire support employees with valid Maryland occupational licenses, certificates, permits or health profession licenses and will establish a process for monitoring and facilitating certification, permit and licensure renewal.
- IV. Delegation of Authority
 - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
 - A. There are no exceptions to this policy. However, the Board by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective November 11, 2021.

Citations

State Law:

State Reg.: COMAR 13A.12.01.02

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation: