

## **SUBJECT: CERTIFICATION AND QUALIFICATIONS**

The following provisions will govern certification and qualifications of District personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Commissioner's Regulations, each employee whose employment requires certification or other licensure must inform the Assistant Superintendent for Human Resources immediately of any change in his/her certification or licensure status. The changes may include the granting, revocation, upgrading, expiration, conversion and/or extension of documents as to their periods of validity or their titles.
- b) Online verification of an employment applicant's certification status will be used in lieu of printed certificates for current and potential employees. The District will also check the TEACH database to ensure that any Permanent or Professional certificates for new hires remains valid.
- c) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

### **Parent Notification**

The District is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following will be provided by the District upon request:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

20 USC § 7801(23)  
34 CFR §§ 200.55, 200.56, and 200.61  
Education Law §§ 3001, 3001-a, 3004, 3006 and 3008  
NYCRR Subparts 80-1, 80-2, 80-3, 100.2(dd) and 100.2(o), 120.6

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