



PERSONNEL – CERTIFICATED EMPLOYEES

BOARD POLICY – CERTIFICATION

BP 4112.2

The County Board of Education and the County Superintendent of Schools recognize that the SBCEO's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The County Superintendent of Schools or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or SBCEO requirements for the position.

The County Superintendent of Schools or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The County Superintendent of Schools or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the SBCEO and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC.
3. The Board shall approve, as an action item at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)
4. An individual who has been granted a credential waiver by the CTC

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the County Superintendent of Schools or designee shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be submitted to the California Commission on Teacher Credentialing (CCTC) after a posting for public announcement in the main offices of the SBCEO for a minimum of 72 hours. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the SBCEO's specified employment criteria for the position(s) and that the SBCEO

has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the SBCEO estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the County Superintendent of Schools or designee shall revise and re-post the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ non-credentialed teachers to fill a position requiring certification qualifications, the County Superintendent of Schools or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

Parental Notifications

At the beginning of each school year, the County Superintendent of Schools or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

In addition, the County Superintendent of Schools or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|------------------------|--------------------------------------------------------------------------------|
| 5 CCR 80001-80674.6 | Commission on Teacher Credentialing |
| Ed. Code 32340-32341 | Unlawful issuance of a credential |
| Ed. Code 35186 | Complaints regarding teacher vacancy or misassignment |
| Ed. Code 44066 | Limitations on certification requirements |
| Ed. Code 44200-44399.1 | Teacher credentialing |
| Ed. Code 44250-44277 | Credentials and assignment of teachers |
| Ed. Code 44300-44302 | Emergency permit |
| Ed. Code 44325-44328 | District interns |
| Ed. Code 44330-44355 | Certificates and credentials |
| Ed. Code 44420-44440 | Revocation and suspension of credentials |
| Ed. Code 44450-44468 | University intern program |
| Ed. Code 44830-44929 | Employment of certificated persons; requirement of proficiency in basic skills |
| Ed. Code 56060-56063 | Substitute teachers in special education |
| Ed. Code 8360-8370 | Qualifications of child care personnel |

Federal

20 USC 6312

34 CFR 200.48

Management Resources

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Court Decision

Nat'l Board for Prof. Teaching Stds.
Publication

Website

Website

Website

Website

Website

Website

Description

Title I local educational agency plans; notifications regarding
teacher qualifications

Parent notification regarding teacher qualifications

Description

Waiver Requests Guidebook, 2015

Credential Information Guide

Hiring Hierarchy in Education Code 44225.7, Coded
Correspondence 13-01, January 30, 2013

Approved Add. and Amendments to Title 5 of the CCR Pertaining
to Teaching Permit for Statutory Leave (TPSL), Coded
Correspondence 16-10, Aug 23, 2016

California Standards for the Teaching Profession, 2009

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL-858 Short-Term Staff Permit

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

The Administrator's Assignment Manual. rev. September 2007

Association of Mexican-American Educators et al. v. State of
California and the Commission on Teacher Credentialing, (1993)
836 F.Supp. 1534

Considerations for Using Federal Funds to Support National Board
Certification, 2018

[National Board Resource Center](#)

[National Board for Professional Teaching Standards](#)

[Commission on Teacher Credentialing](#)

[Commission on Teacher Credentialing, Credential Information
Guide \(for employers' use only\)](#)

[CSBA](#)

[U.S. Department of Education](#)

ADOPTED BY COUNTY BOARD:
REVISED:

November 3, 2022