

Checklist - Continuing Contract / Tenure

Employee Name:	
Initial Teacher's License Issued on:	<ul style="list-style-type: none"> • <i>the <u>issue date</u> (not effective date) of their <u>very first teaching certificate/license</u>; (substitute license does not qualify)</i>

Date received in Human Resources:

<u>Meets #1 or #2 - Licensing Requirement (ORC 3319-08):</u>			
1. If initial teaching license issued <u>prior to</u> January 1, 2011:			Meets Rqmt?
a) hold a professional, permanent, or life <u>certificate</u> (issued under prior law) OR	Yes	No	
b) hold a professional, senior professional, or lead professional educator <u>license</u> (2-Yr Provisional or 4-Year Resident Educator license does not qualify):	Yes	No	
2. If initial teaching license issued <u>after</u> January 1, 2011:			Meets Rqmt?
a) hold a professional, senior professional, or lead professional educator <u>license</u> (2-Yr Provisional or 4-Year Resident Educator license does not qualify): AND	Yes	No	
b) has held an educator's license for at least seven (7) years:	Yes	No	

<u>AND MEETS #1 or #2 - Coursework Requirement (ORC 3319-08):</u>			
1. if the teacher DID NOT hold a master's degree at the time he/she received his/her <u>first teaching certificate/ license</u> , 30 semester hours of coursework in the area of licensure or in an area related to the teaching field <u>since the receipt of that first teaching certificate/license</u> (i.e. BA+30 or MA after date of initial license): OR	Degree + sem hrs:	<u>Date</u> of B+30 or MA:	Meets Rqmt?
2. if the teacher DID hold a master's degree at the time he/she received his/her <u>first teaching certificate/license</u> , six (6) semester hours of graduate coursework must have been taken <u>since the receipt of that first teaching certificate/license</u> (i.e. MA+6 after date of initial license):	Degree + sem hrs:	<u>Date</u> of MA+6:	Meets Rqmt?

<u>AND MEETS #1 or #2 - Service Requirement (ORC 3319-11):</u>			
1. worked in district for three (3) years within the last five (5) years (does not need be consecutive) OR	Yes	No	DOH=
2. if held a continuing contract in another Ohio district (verification required), worked in district for two (2) years within the last five (5) years (does not need to be consecutive) Held continuing contract at (district): _____	Yes	No	DOH=

Meets Requirements: Yes **Effective for SY:** _____ Agenda Approval: _____

 No Why: _____

Human Resources: Reviewed by (name/date): _____

 Approved by (name/date): _____