Certification

Adopted: 05/21/2002 **| Last Revised:** 02/04/2025 **| Last Reviewed**: 02/04/2025

The Board of Education recognizes that the district'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 competency in the subject matter to be taught. The Superintendent 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 district requirements for the position.

The Superintendent 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 Superintendent 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, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order:

1. A candidate who enrolls in an approved internship program in the region of the district 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 CTC. The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position.
3. An individual who has been granted a credential waiver by CTC

Parental Notifications

At the beginning of each school year, the Superintendent 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:

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 Superintendent 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.

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 Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

EDUCATION CODE

32340-32341 Unlawful issuance of a credential
35186 Complaints related to instructional materials, teacher vacancy or misassignment, and facility conditions that pose emergency or urgent threat
44066 Limitations on certification requirements
44200-44418 Teacher credentialing
44250-44277 Credentials and assignment of teachers
44300-44302 Emergency permit
44325-44328 District interns
44330-44355 Certificates and credentials
44395 National Board for Professional Teaching Standards Certification Incentive Program
44420-44440 Revocation and suspension of credentials
44450-44468 University internship program
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education
8295-8305 Child development program; personnel qualifications

CALIFORNIA CODE OF REGULATIONS

5 CCR 80001-80674.6 Commission on Teacher Credentialing
5 CCR 80001-80694 Commission on Teacher Credentialing

FEDERAL

UNITED STATES CODE

20 USC 6312 Title I local educational agency plans; notifications regarding teacher qualifications

CODE OF FEDERAL REGULATIONS

34 CFR 200.61 Parent notification regarding teacher qualifications

MANAGEMENT RESOURCES

COMMISSION ON TEACHER CREDENTIALING PUBLICATION

Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022
Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Waiver Requests Guidebook, 2015
Subject Matter Authorization Guideline Book, December 2019
Supplementary Authorization Guideline Book, December 2019
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
California Standards for the Teaching Profession (CSTP), October 2009
CL-667 Basic Skills Requirement
CL-856 Provisional Internship Permit
CL-858 Short-Term Staff Permit

NATIONAL BOARD FOR PROFFESSIONAL TEACHING STANDARDS PUBLICATIONS

Using Federal Funds for National Board Activities: An Action-Planning Guide
Considerations for Using Federal Funds to Support National Board Certification

COURT DECISION

Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572

WEBSITES

Office of Administrative Law https://oal.ca.gov/
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/
California Department of Education, CA NBPTS Certification Incentive Program 2021-26 https://www.cde.ca.gov/pd/ps/nbptsprogram.asp
National Board Resource Center https://nbrc.stanford.edu/
National Board for Professional Teaching Standards http://www.nbpts.org/
Commission on Teacher Credentialing http://www.ctc.ca.gov/
Commission on Teacher Credentialing, Credential Information Guide (for employers' use only) http://www.ctc.ca.gov/credentials/cig
CSBA http://www.csba.org/
U.S. Department of Education http://www.ed.gov/

Policy Adopted:	05/21/2002
Revised:	11/04/2003
Revised:	09/21/2004
Revised:	05/03/2005
Revised:	05/01/2007
Revised:	09/02/2008 (technical)
Revised:	02/04/2025