

DHA: Licensure

Every licensed employee shall hold a valid license, issued by the Education Standards and Practices Board, or a valid temporary or provisional license. No employee can be paid for services prior to the date of issuance of the license.

All licensed personnel shall have their teaching license duly recorded with the Business Manager who will record the number and kind of license and date of expiration in the teacher's individual file.

Failure to properly register the teaching license as outlined in the above paragraph will result in withholding the paycheck until this requirement is fulfilled.

Renewal

Employees are required to meet licensure renewal requirements, renew before the date of expiration, and file renewal with the Business Manager.