

## **Certification**

### Registration

Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the county office and the district office of education a valid credential authorizing the person to work in that position. Certificated employees also shall register renewed credentials within 60 days after the renewal. (Education Code 44330, 44857, 42647, 44332.5)

### Basic Skills Proficiency Test

Prior to being hired by the Governing Board, all certificated persons, whether hired on a permanent, temporary or substitute basis, shall demonstrate basic skills proficiency in reading, writing and mathematics unless exempted from this requirement by the provisions of law. (Education Code 44830)

The state basic skills proficiency test shall not be required of the following: (Education Code 44830)

1. A certificated person who was employed in a position requiring certification in another school district within 39 months of his/her employment in this district
2. A person employed solely for purposes of teaching adults in an approved apprenticeship program
3. The holder of an adult education designated subject credential for nonacademic subjects employed in an instructional setting for 20 hours or less per week
4. The holder of a child care permit or a permit authorizing service in a development center for the disabled, as long as the permit holder is not required to have a baccalaureate degree
5. The holder of a credential to provide service in the health profession, as long as this person does not teach in the public schools
6. The holder of a vocational designated subject credential when the proficiency test is not administered at the time of hiring, on the condition that he/she will take the test at its next local administration
7. The holder of a vocational designated subject credential who does not pass the basic skills proficiency test, as long as he/she retakes and passes the test within one year
8. A credential holder who seeks an additional credential or authorization to teach
9. For a maximum period of one year, a certificated person employed under a foreign exchange program
10. A certificated teacher who has not yet been afforded the opportunity to take the test, in which case the person shall then take the test at the earliest opportunity and may remain employed by the district pending the receipt of his/her test results

Certificated persons who have not held a position requiring certification within 39 months of employment and who have not taken the state basic skills proficiency test may be hired as temporary employees,

provided they pass a basic skills proficiency test developed and administered by the district. Such employees shall subsequently take the state test within one year of employment. (Education Code 44830)

(cf. 4121 - Temporary/Substitute Personnel)

Persons holding a designated subjects special subjects credential or vocational designated subject credential shall not be required to take the state basic skills proficiency test unless their specific credential requires the possession of a baccalaureate degree. Instead, these persons shall be assessed with district proficiency criteria established by the Board for these credentials, which shall be at least equivalent to the district test required for graduation from high school. (Education Code 44252, 44830)

Persons holding a designated subjects special subjects credential or a vocational designated subject credential may be charged a fee to take the district proficiency test.

#### Out-of-State Credentials

The district may employ a teacher who holds a credential from another state if all of the following conditions are met: (Education Code 44275.3)

1. The teacher holds a valid credential from another state which has requirements equivalent to the multiple and single credential requirements in Education Code 44227, or the California special education credential requirements in Education Code 44265.
2. The out-of-state credential is valid at the time the teacher begins to provide instructional services for the district.
3. The teacher successfully completes a criminal background check pursuant to Education Code 44332.6.

Teachers employed under these conditions must pass the state basic skills proficiency test described above within one year of teaching in the district. Before completing their fourth and fifth years of teaching, they must also meet requirements for subject matter competence, course completion and examinations in accordance with law. (Education Code 44275.3)

#### Emergency Substitute Teaching Permits

The district may employ persons with an emergency 30-day substitute permit for 30 days or less for any one teacher during the school year. Persons with an emergency substitute permit may be employed for 20 days or less in special education positions requiring certification, unless an extension has been approved by the Superintendent of Public Instruction. (Education Code 56061; 5 CCR 80025, 80025.4)

Before employing such persons, the Superintendent or designee shall prepare and keep on file a signed statement of need. The statement of need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person(s) do not meet the district's specified employment criteria.

(5 CCR 80025)

#### Emergency Teaching or Specialist Permits

Before employing persons with emergency teaching or specialist permits for more than 20 days in special education positions or for more than 30-days in other positions, the Board shall document that it has made a diligent search for, but has been unable to recruit, a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internships or other alternative programs.

(Education Code 44300, 5 CCR 80026)

The district shall submit to the Commission on Teacher Credentialing a declaration of need for fully qualified educators which shall be adopted by the Board as a separate agenda item, not a consent item, during a regularly scheduled public Board meeting. (Education Code 44300; 5 CCR 80026)

The Board's adopted declaration of need for fully qualified educators shall include: (5 CCR 80026)

1. The title(s) and number of each type of emergency permit that the district estimates it will need during the year. This will be based on previous year actual needs and enrollment projections, including each subject to be listed on emergency single subject teaching permits and the target language on emergency multiple subject or single subject teaching permits with bilingual crosscultural emphasis.
2. A brief description of efforts the district has made to locate and recruit individuals who hold the needed credentials.
3. A description of efforts the district has made to establish alternative training options, including:
  - a. The names of institutions of higher education cosponsoring internships or other certification programs with the district or a brief explanation of why there are no such programs.
  - b. An estimate of the number of pre-internship or internship programs, if any, that the district expects to employ during the year.
  - c. A statement of whether the district has considered developing a plan to develop fully qualified educators in cooperation with other education agencies in the region pursuant to 5 CCR 80026.4, or a brief explanation of why the district has not considered such a plan.
4. Certification that there is an insufficient number of certificated persons who meet the district's specified employment criteria to fill necessary positions.

For any assignment for which a suitable fully prepared teacher is not available, the district shall make reasonable efforts to recruit an individual in the following priority order: (Education Code 44225.7)

1. A candidate who is scheduled to complete initial preparation requirements within six months
2. A candidate who is qualified to participate in an approved internship program in the region of the district

If a suitable person who meets these priorities is not available, the district may, as a last resort, request that the Commission on Teacher Credentialing approve the assignment of a person who does not meet the above criteria. (Education Code 44225.7)

The Board shall certify by an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7)

The Superintendent or designee shall provide an orientation for employees who for the first time are obtaining an emergency teaching or specialist permit. This orientation shall include at least an overview of the curriculum that the teacher is expected to teach and effective techniques of classroom instruction and management at the teacher's assigned level. (Education Code 44300; 5 CCR 80026.5)

Whenever possible, the orientation shall occur before the teacher begins his/her teaching assignment. The Superintendent or designee shall also assign an experienced educator to guide and assist the teacher. This person shall be a certificated district employee or a certificated retiree of a California school district or county office of education and must have completed at least three full years of full-time classroom teaching experience or the equivalent. (Education Code 44300; 5 CCR 80026.5)

The Superintendent or designee shall inform applicants for emergency teaching or specialist permits that the district will provide the above orientation, guidance and assistance. Applicants shall be given the name or position of the person responsible for providing this guidance and assistance. They shall also be informed that in order for their permits to be renewed, they must complete a minimum of six semester or nine quarter units of course work for the related credential. For the first reissuance, applicants must be participating in a professional development program, and must complete the equivalent of the district's plan to develop fully qualified educators, if available. (5 CCR 80026.1)

### Highly Qualified Teachers

All teachers newly hired to teach in a program supported by Title I funds shall be "highly qualified" as defined by federal law and the State Board of Education. (20 USC 6319; 34 CFR 200.55)

(cf. 6171 - Title I Programs)

All teachers teaching in core academic subjects shall be "highly qualified" not later than the end of the 2005-06 school year. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. (20 USC 6319, 7801; 34 CFR 200.55)

To be considered "highly qualified," the teacher shall: (20USC 7801; 34 CFR 200.56)

1. Hold at least a bachelor's degree.
2. Have obtained full certification as a teacher or passed the state teacher licensing examination, and hold a license to teach in California.

A teacher shall be considered to have met this requirement if he/she has fulfilled the certification and licensure requirements applicable to the years of experience the teacher possesses, or is participating in an alternative route to certification under which the teacher:

- a. Receives high-quality professional development, before and while teaching, that is sustained, intensive and classroom focused in order to have a positive and lasting impact on classroom instruction,
- b. Participates in a program of intensive supervision that consists of structured guidance and regular ongoing support for teachers or a teacher mentoring program,
- c. Assumes functions as a teacher only for a specified period of time not to exceed three years,

d. Demonstrates satisfactory progress toward full certification as prescribed by the state.

3. Have not currently had certification or licensure requirements waived on an emergency, temporary or provisional basis.

In addition, an elementary school teacher who is new to the profession shall pass a rigorous state test to demonstrate subject knowledge and teaching skills in reading/language arts, writing, mathematics and other areas of the basic elementary school curriculum. (20 USC 7801; 34 CFR 200.56)

A middle or high school teacher who is new to the profession shall demonstrate a high level of competency in each of the academic subjects in which the teacher teaches, by either passing a rigorous state academic subject test in each subject or successfully completing an undergraduate major, graduate degree, coursework equivalent to an undergraduate major, or advanced certification or credentialing in each subject. (20 USC 7801; 34 CFR 200.56)

Any elementary, middle or secondary teacher who is not new to the profession shall demonstrate subject matter competency either by fulfilling the applicable criteria listed above for new teachers or meeting a high, objective, uniform state standard of evaluation. (20 USC 7801)

Within the district's Title I plan, the Superintendent or designee shall develop a plan for ensuring that all teachers in core academic subjects will meet federal and state criteria for "highly qualified" teachers no later than the end of the 2005-06 school year. (20 USC 6312, 6319)

As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet the criteria of a "highly qualified" teacher. (20 USC 6319)

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with federal requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at the district office and shall be available to any member of the public upon request. (20 USC 6319)

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a Title I school that they may request information regarding the professional qualifications of their child's classroom teachers, including but not limited to: (20 USC 6311)

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived,

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree,

4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who does not meet the criteria of a "highly qualified" teacher. (20 USC 6311; 34 CFR 200.61)

The notice and information provided to parents/guardians shall be in an understandable and uniform format, and to the extent practicable, be provided in a language that the parents/guardians can understand. (20 USC 6311)

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