



~~SUBMISSION OF CREDENTIALS TO DISTRICT AND COUNTY OFFICES~~

~~Employees of the Irvine Unified School District shall submit to Human Resources copies of all credentials issued to them by the Commission on Teacher Credentialing upon employment within ten day after receipt of such a credential, or at the beginning of a school year. Credentials shall be filed with the Orange County Department of Education.~~

**CERTIFICATION**

*The Governing Board 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 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.*

*(cf. 4111- Recruitment and Selection)  
(cf. 4112.23 - Special Education Staff)  
(cf. 4113 - Assignment)*

*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 for each assignment. 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 District and possesses an intern credential.*
- 2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a Provisional Internship Permit (PIP) or short-term staff permit issued by the CTC.*

*The Board shall approve, as an action item at a public Board meeting, a notice of its intent to*

*employ a PIP applicant for a specific position. (5 CCR 80021.1)*

3. *An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC.*

*Prior to requesting that the CTC issue an emergency permit pursuant to item 3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (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 district's specified employment criteria for the position(s) and that the District 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 District 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 Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)*

*Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent 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 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: (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 his/her certification.*

#### *Legal Reference:*

##### *EDUCATION CODE*

*8360-8370 Qualifications of child care personnel*

*32340-32341 Unlawful issuance of a credential*

*35186 Complaints regarding teacher vacancy or misassignment*

44066 *Limitations on certification requirements*  
44200-44399.1 *Teacher credentialing, especially:*  
44250-44277 *Credential types; minimum requirements*  
44300-44302 *Emergency permit*  
44325-44328 *District interns*  
44330-44355 *Certificates and credentials*  
44420-44440 *Revocation and suspension of credentials*  
44450-44468 *University intern program*  
44830-44929 *Employment of certificated persons; requirement of proficiency in basic skills*  
56060-56063 *Substitute teachers in special education*  
**CODE OF REGULATIONS, TITLE 5**  
80001-80674.6 *Commission on Teacher Credentialing*  
**UNITED STATES CODE, TITLE 20**  
6312 *Title I local educational agency plans; notifications regarding teacher qualifications*  
**CODE OF FEDERAL REGULATIONS, TITLE 34**  
200.61 *Parent notification regarding teacher qualifications*  
**COURT DECISIONS**  
*Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534*

**Management Resources:**

**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

CL-667 *Basic Skills Requirement*  
CL-856 *Provisional Internship Permit*  
CL 858 *Short-Term Staff Permit*  
13-01 *Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013*  
*Subject Matter Authorization Guideline Book, 2012*  
*Supplementary Authorization Guideline Book, 2012*  
*California Standards for the Teaching Profession, 2009*  
*The Administrator's Assignment Manual, rev. September 2007*  
**WEB SITES**  
CSBA: <http://www.csba.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>  
National Board for Professional Teaching Standards: <http://www.nbpts.org>  
U.S. Department of Education: <http://www.ed.gov>

Policy Adopted: March 28, 1979

Revised: April 9, 1985

**Revised:** \_\_\_\_\_