

**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 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)

**Basic Skills Proficiency Test**

Prior to being hired by the Board of Education, 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 non-academic 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

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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
11. A teacher credential in another state if, at a public meeting, the Board certifies that no person who meets the credentialing requirements and who has satisfied the basic skills requirement is available to fill a needed position. The Board shall employ such a person on an emergency teaching permit in accordance with procedures specified below.

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 shall 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 subject credential requirements in Education Code 44227, or the California special education credential requirements in Education Code 44265.

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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.

*(cf. 4112.5/4312.5 - Criminal Record Check)*

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 30-Day Substitute Teaching Permits**

The District may employ persons with an emergency 30-day substitute permit for 30 days or less in positions requiring certification. 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)

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 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. The Board 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 item, not a consent item, during a regularly scheduled public Board meeting. (Education Code 44300, 56061; 5 CCR 80025, 80026)

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

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1. The title(s) and number of each type of emergency permit that the District estimates it will need during the year, 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 cross-cultural 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. 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

*(cf. 0510 - School Accountability Report Card)*

The Superintendent or designee shall provide an orientation for employees who are obtaining emergency teaching or specialist permits for the first time. 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 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. They 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 be admitted to a professional preparation program approved by the Commission on Teacher Credentialing and must complete a minimum of

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six semester units, or nine quarter units, of course work for the related credential. For first-time renewals, applicants may instead complete 90 hours in the professional development program that fulfills the District's plan to develop fully qualified educators, if available. (5 CCR 80026.1)