

CERTIFICATION/CREDENTIALS

The Board of Education shall not enter into any written contract with a teacher who does not hold a valid certificate/license issued or recognized by the state Board of Education authorizing the teacher to teach the grade(s) or subject matter for which the teacher is employed.

The procedures for all new teacher candidates are as follows:

- A. Contracts are not signed or issued until a certificate/license is on file.
- B. Securing the certificate/license is the teacher's responsibility and a condition of his/her employment.
- C. In cases where a teacher candidate meets certification requirements but has not yet received a certificate/license, the District will allow (according to law) the candidate to work as a substitute teacher for a period one hundred (100) days at the substitute rate of pay.
- D. Since contracts are not signed until after the certificate/license is on file, contract salary payments are retroactive only to the date on the certificate/license.
- E. Teacher candidates failing to file a certificate/license within the one hundred (100) working days will be relieved of their duties, and any commitment previously made by the District will be null and void.
- F. Teacher candidates working on a substitute teacher basis will not be entitled to any fringe benefits during the substitute-teaching period.

Responsibility for Certification

It is the responsibility of the employee or prospective employee to provide the District with official evidence of valid certification. This responsibility refers both to initial certification as well as the renewal of certificates/licenses.

Employees Applying for New Certificates

If, at the beginning of a school year, official valid certification is not on file with the School District, the employee shall revert to non-certified substitute-teacher status, being paid at the current substitute pay rate until evidence of certification is provided, but not to exceed a maximum of one hundred (100) days. During the term of the non-certified substitute service being performed by the employee, all leave benefits will cease. If certification is furnished before the end of the one hundred (100) days of substitution, contract salary payments can be retroactive only to the date on the certificate. If official certification is not on file with the District by the end of the one-hundredth (100TH) day of substitution, the employee's continuing contract shall be declared null and void and by law no further employment relationship will exist between such person and the School District.