



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy: #4112.2

Section: 4000

Personnel

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Certificated Personnel

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.

The Superintendent or designee may 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 who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, 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 internship 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 is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC

The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who has been granted a credential waiver by the CTC

Annually, the Board shall, prior to requesting that CTC issue an emergency permit or a limited assignment permit, 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 open 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. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. 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 non-credentialed 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



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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 the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Policy Reference Disclaimer: *These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

State References

5 CCR 80001-80674.6 Commission on Teacher Credentialing
5 CCR 80001-80694 Commission on Teacher Credentialing
Ed. Code 32340-32341 Unlawful issuance of a credential
Ed. Code 35186 Complaints regarding teacher vacancy or misassignment
Ed. Code 44066 Limitations on certification requirements
Ed. Code 44200-44418 Teacher credentialing
Ed. Code 44250-44277 Credentials and assignment of teachers
Ed. Code 44300-44302 Emergency permit
Ed. Code 44325-44328 District interns
Ed. Code 44330-44355 Certificates and credentials
Ed. Code 44395 National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44420-44440 Revocation and suspension of credentials
Ed. Code 44450-44468 University internship program
Ed. Code 44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063 Substitute teachers in special education
Ed. Code 8295-8305 Child development program; personnel qualifications

Federal References

20 USC 6312 Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61 Parent notification regarding teacher qualifications

Management Resources References

Commission on Teacher Credentialing Publication
Proposed Amendments to Title 5 of the California Code of Regulations
Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022
Commission on Teacher Credentialing Publication

Policy Adopted: 02/27/08; 10/14/09; 09/02/15; 12/14/16; 02/03/21; 10/04/23



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Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication
Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication
Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication
Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing
Publication Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication
California Standards for the Teaching Profession (CSTP), October 2009
Commission on Teacher Credentialing Publication CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication CL-858 Short-Term Staff Permit
Court Decision Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Stds. Publication
Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication
Considerations for Using Federal Funds to Support National Board Certification
Website Office of Administrative Law -
<https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxslshOTuQSbg==>
Website CSBA District and County Office of Education Legal Services -
<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==>
Website
California Department of Education, CA NBPTS Certification Incentive Program 2021-26 -
<https://simbli.eboardsolutions.com/SU/uKmxE8VYIFbmXZaxGIRrvQ==>
Website National Board Resource Center -
<https://simbli.eboardsolutions.com/SU/fIPYtz2IVUmhqIpluswiCdmag==>
Website National Board for Professional Teaching Standards -
<https://simbli.eboardsolutions.com/SU/W4hc1FgK0ics8tTmuq7qslshw==>
Website Commission on Teacher Credentialing -
<https://simbli.eboardsolutions.com/SU/cxWNiqRUulsaq7efc7aH4Q==>
Website
Commission on Teacher Credentialing, Credential Information Guide (for employers' use only) -
<https://simbli.eboardsolutions.com/SU/B9uurcEnh6RjWX7bEk1slshew==>
Website CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>
Website U.S. Department of Education -
<https://simbli.eboardsolutions.com/SU/XcSsJimosIsh3XhJKy4tplus7wplusA==>

Cross References

- 0460 Local Control And Accountability Plan
- 1312.4 Williams Uniform Complaint Procedures
- 3580 District Records
- 4111 Recruitment And Selection
- 4112 Appointment And Conditions Of Employment
- 4112.21 Interns
- 4112.22 Staff Teaching English Learners

Policy Adopted: 02/27/08; 10/14/09; 09/02/15; 12/14/16; 02/03/21; 10/04/23



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6142.7 Physical Education And Activity
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6146.2 Certificate Of Proficiency/High School Equivalency
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6164.2 Guidance/Counseling Services
6170.1 Transitional Kindergarten
6172 Gifted And Talented Student Program
6178 Career Technical Education
6178.1 Work-Based Learning
6183 Home And Hospital Instruction
6200 Adult Education