

*Riverside County Office of Education*  
*Board Policy 4112.2 Certification*

---

**PERSONNEL-ALL CERTIFICATED PERSONNEL**

**SUBJECT: Certification**

The County Superintendent or designee (County Superintendent) shall ensure that persons employed in positions requiring certification qualifications have the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or County Office of Education (County Office) requirements for the position.

(cf. 4111 - Recruitment and Selection)

(cf. 4113 - Assignment)

When fully credentialed individuals are not available, the County Superintendent may employ persons with a short-term staff permit or provisional internship permit under the conditions and limitations provided in state and federal law.

**Priorities for Hiring Based on Unavailability of Credentialed Teacher** The County Superintendent 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 County Superintendent adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the County 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 County Office 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
3. An individual who has been granted a credential waiver by CTC

Annually, the County Superintendent shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators.

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the County Office's specified employment criteria for the position(s) and that the County Office 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 and limited assigned permits that the County Office 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

***Riverside County Office of Education***  
***Board Policy 4112.2 Certification***

---

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 County-Superintendent shall revise and resubmit the Declaration of Need. (5 CCR 80026)

**National Board for Professional Teaching Standards Certification Incentive Program**

The County Board and County Superintendent of Schools encourage County Office teachers to voluntarily seek additional certification from the National Board for Professional Teaching Standards which demonstrates advanced knowledge and teaching skills.

The County Superintendent shall ensure that County Office teachers and teachers working in charter schools affiliated with the County Office are informed about the program and can acquire the necessary application and information materials. (Education Code 44395) The County Superintendent may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program contingent upon funding.

**Parental Notifications**

At the beginning of each school year, the County Superintendent 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 County Superintendent 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)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of childcare personnel  
 32340-32341 Unlawful issuance of a credential  
 35186 Complaints regarding teacher vacancy or misassignment  
 42647 Drawing of warrants  
 44066 Limitations on certification requirements  
 44200-44405 Teacher credentialing, especially:  
 44225.6 CTC annual report on availability of teachers  
 44251 Period of credentials  
 44252 Standards and procedures for issuance; proficiency testing of basic skills  
 44252.5 State basic skills assessment required for certificated personnel  
 44258.9 Monitoring of teacher assignments by county superintendent

***Riverside County Office of Education***  
***Board Policy 4112.2 Certification***

---

44259 Minimum requirements for teaching credential  
 44259.5 Standards for teachers of all students, including English language learners  
 44270.3-44270.4 Out-of-state credentials, administrative services  
 44274-44274.5 Out-of-state credentials  
 44275.3 Employment of teachers with out-of-state credentials  
 44277 Requirements for maintaining valid credentials  
 44278 Credential appeal  
 44325-44329 District interns  
 44330-44355 Certificates and credentials  
 44395-44399 National Board for Professional Teaching Standards  
 44464 Period of validity of internship credential  
 44468 Early completion of internship program  
 44500-44508 Peer Assistance and Review Program for Teachers  
 44662 Performance evaluation; Stull Act review  
 44735 Teaching as a priority block grant  
 44830-44929 Employment of certificated persons; requirement of proficiency in basic skills  
 56060-56063 Substitute teachers in special education  
 90530 Recruitment Centers  
 CODE OF REGULATIONS, TITLE 5  
 6100-6125 Teacher qualifications, No Child Left Behind Act  
 80001-80674.6 Commission on Teacher Credentialing  
 UNITED STATES CODE, TITLE 20  
 6311 Parental notifications  
 6312 District Title I plan  
 6319 Highly qualified teachers  
 7801 Definitions, highly qualified teacher  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 200.55-200.57 Highly qualified teachers  
 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:

CSBA POLICY ADVISORIES

Teacher Credentialing Commission Eliminates Emergency Permits, August 2003

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

03-0021 Alignment of Emergency Permits and Credential Waivers with No Child Left Behind

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March  
 2002

Standards of Quality and Effectiveness for Professional Teacher Preparation Programs,  
 September 2001

California Standards for the Teaching Profession, July 1997

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, December 19, 2002

***Riverside County Office of Education  
Board Policy 4112.2 Certification***

---

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.etc.ca.gov>

U.S. Department of Education: <http://www.ed.gov>