

Downey Unified School District

CERTIFICATED PERSONNEL

CERTIFICATION

AR 4113

No employee may be paid for service in a certificated position unless he/she holds a valid California credential covering the type of service rendered. The credential must be dated by the State prior to the date the employee begins service in the position and must be registered in the Los Angeles County Office before an order for a salary warrant may be drawn. This registration requirement applies to all credentials.

Coverage

The coverage of a credential is listed on the credential. No certificated service may be performed which is not indicated on the credential.

Provisional or Emergency Credential

Service rendered under a Provisional or Emergency credential cannot be credited toward permanent status.

Renewals

An employee whose credential expires cannot retain any active status with the District. Although the Personnel Office will attempt to notify persons whose credentials are expiring, the employee is responsible for keeping his/her credential in force.

Part-time and/or substitute Emergency credentials are not renewable but are re-issued each year. Such application must be made through the Personnel Office.

Issuance of Temporary Certificates

Each county or city and county board of education may issue temporary certificates for the purpose of authorizing salary payments to certificated employees whose credential applications are being processed. The applicant for such a temporary certificate shall make a statement under oath that he/she has duly filed his/her application for a credential together with the required fee and that to the best of his/her knowledge no reason exists why he/she should not be issued a certificate. Such certificate shall be valid for the time period appearing on the certificate and only until the credential originally requested is either issued or denied by the State Department of Education.

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CERTIFICATION - continued

AR 4113

Student Teacher Credential

All student teachers who are accepted as trainees must be recommended by the university or college of attendance before they are assigned to a school in the District.

Preliminary, Clear, and Professional Clear Credentials

Credentials issued as Preliminary, Clear, or Professional Clear must be renewed in accordance with prevailing Commission on Teacher Credentialing requirements. Service rendered on the basis of Preliminary, Clear, and Professional Clear credentials may be credited toward permanent status.

The Personnel Office will assist in advising employees on credential requirements and will have available forms necessary for making applications.

Approved: 2/6/67, 7/8/76, 9/16/08