

- CERTIFIED PERSONNEL -**Certification and Records****CERTIFICATION**

The Board shall maintain certification requirements for teachers of all grades/courses, including elective courses, in compliance with applicable legal requirements established by the Education Professional Standards Board.

No person shall be eligible to hold the position of Superintendent, principal, teacher, director of pupil personnel, or other public school position for which certificates may be issued, or receive salary for services rendered in such position, unless the person holds a certificate of legal qualifications for such position.

All persons appointed to positions requiring Kentucky certification shall present to the Superintendent a copy of the required certificate prior to assuming the duties of the position. It shall be the responsibility of the employee to see that the required certification is on file with the Human Resources Division –and is kept current at all times. The validity and terms for the renewal of any certificate shall be determined by the laws and regulations in effect at the time the certificate was issued.

REQUIRED NOTIFICATION OF CERTIFICATION SUSPENSION BY EPSB

An employee who is paid based on a certified salary schedule — including the salary schedule for certified teachers, certified administrators, certified substitute teachers, or certified substitute retired administrators — shall immediately notify their supervisor and the Human Resources Division if:

1. The employee's certification is temporarily suspended by the Education Professional Standards Board (EPSB); or
2. The employee enters in an Agreed Order of temporary suspension with EPSB.

The obligation of an employee to report an EPSB suspension or Agreed Order is in effect throughout the calendar year, including times of the year when the employee is not working, in accordance with the District Working Calendar for the employee's role group.

NOTICE TO PARENTS OF TEACHER'S QUALIFICATIONS/CERTIFICATION

Schools shall notify a child's parent/guardian when the has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

CERTIFICATION FOR TEACHING ELECTIVE COURSES

The Principal/designee shall forward to the Superintendent/designee the course description for proposed new or revised elective courses, with a proposal for certification requirements for teachers of the course. The Superintendent/designee shall present this information, along with a recommendation for certification requirements, to the Board for its approval.

In determining certification requirements for elective courses, the Board shall observe the following standards:

1. A teacher's preparation program should align with the basic structure of the elective course.
2. Teachers of interdisciplinary electives should be certified in at least one (1) of the disciplines included in the course.

REFERENCES:

[KRS 160.350](#); [KRS 161.020](#); [KRS 161.048](#)

[KRS 161.730](#); [KRS 161.740](#); [KRS 161.750](#)

[KRS 161.760](#); [KRS 161.780](#); [KRS 161.790](#)

[KRS 161.800](#); [KRS 161.810](#)

[016 KAR 001:030](#); [702 KAR 003:320](#)

34 C.F.R. 200.61

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

02.4241; 03.11; 03.5

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