



Subject: Certification

Approved By: Board of Directors

Policy: 8006.1

☒ **CITRUS SPRINGS CHARTER SCHOOL**

☒ **ORANGE SPRINGS CHARTER SCHOOL**

Effective Date: July 26, 2016

Revised Date: December 7, 2020

Revised Date: June 10, 2025

The charter school Board of Directors recognizes the importance of having a highly qualified teaching, counseling, and administrative staff with appropriate and current credentials. The charter school makes on-going efforts to maintain a qualified staff of education professionals.

Responsibility for Renewal

All certificated personnel are solely responsible for ensuring the timely renewal and maintenance of their credentials with the California Commission on Teacher Credentialing ("CTC") to remain valid and in compliance with certification requirements.

Minimum Compensation for Invalid Credential

The teacher will be notified in writing of the credentialing issue or expiration and given five (5) business days to resolve the matter, beginning on the date of notification. The teacher will be paid minimum wage for the days worked during the period of invalid credential while the teacher actively works to restore valid teaching credentials with the CTC. If the issue remains unresolved after the five-day period, the teacher will be placed on administrative suspension without pay for five (5) business days for the teacher to restore valid teaching credentials with the CTC. If the credentialing issue is still unresolved at the conclusion of the administrative suspension period, the teacher's employment will be terminated.

Responsibility for Local Registration

All credentials actively utilized by teachers must be registered with the Human Resources Department during the onboarding process. It is the teacher's responsibility to ensure that their credentials are properly registered and remain current.

Emergency and Provisional Credentials

Efforts will be made to ensure all teaching positions are staffed by appropriately credentialed teachers. However, individuals holding emergency or provisional credentials may be assigned to teaching roles as necessary to meet staffing needs. All requirements will be met before assigning individuals to a teaching position under an emergency or provisional credential.

School Interns

In accordance with Education Code Section 44325, the Board establishes the following policy for school interns. The Board will employ individuals who possess a district intern credential authorized by the CTC. This credential authorizes individuals to provide classroom instruction to pupils in kindergarten through grade 12, including classes in bilingual education and special education, as per the requirements outlined in Education Code Section 44830.3.

All applicants for a district intern credential must meet the following minimum qualifications:

- Possession of a baccalaureate degree from a regionally accredited institution of higher education.
- Successful completion of the appropriate subject matter examination or a commission-approved subject matter preparation program for the subject areas in which the district intern will be teaching.
- For those seeking a district intern credential to teach bilingual education classes, the oral language component of the assessment program leading to the bilingual-crosscultural language and academic development certificate.

The Board will ensure that all district internship programs comply with the federal No Child Left Behind Act of 2001 and its implementing regulations. Program elements will be provided to interns as required by the federal guidelines to support their professional development and certification.