

**SUBJECT: CERTIFICATION AND QUALIFICATIONS**

The following provisions shall govern certification and qualifications of BOCES personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the District Superintendent or Human Resource Services immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.
- b) Through the New York Patriot Plan, Commissioner's regulations have amended education law. Provisions extend the expiration dates for various certificate holders engaged in active military service for the period of active service and an additional 12 months from the end of such service. These also reduce the professional development requirements for certification holders called to active duty for the time of such active service.
- c) After February 1, 2010 teaching certificate verification may be made by the BOCES Office of Human Resource Services through the New York State Education Department TEACH database, as printed certificates may no longer be issued to teacher candidates.
- d) Whether or not the BOCES verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.

**Qualifications of Teachers**

- a) The BOCES must ensure that all newly hired teachers who teach core academic subjects are highly qualified per Regulations of the Commissioner of Education. The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. A "highly qualified" teacher is one who has obtained full New York State certification as a teacher in the appropriate subject area, or has passed the state teacher licensing examination, holds a license to teach in the state and has at least a bachelor's degree, and also must show subject matter competency in the subjects they teach.
- b) The BOCES is also required to provide to teachers who are not new to the profession the opportunity to meet the NCLB requirement to be highly qualified, in part, through passing a High Objective Uniform State Standard of Evaluation (HOUSSE). The HOUSSE shall be an evaluation, prescribed by the New York State Education Department and conducted locally either during a pre-employment review, at the time of an Annual Professional Performance Review (APPR), or at any other time during the school year, that enables a teacher who is beyond the first year of teaching to demonstrate subject matter competency in all core academic subjects that the teacher teaches. The evaluation shall be based upon objective, coherent information as prescribed by the department, and shall include, but not be limited to, information on the teacher's education, credentials, professional experience, and professional development.

## Parent Notification

In accordance with the federal No Child Left Behind Act, the BOCES is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following shall be provided by the BOCES upon such requests:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he/she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

All requests shall be honored in a timely manner.

20 United States Code (USC) Section 7801(23)  
34 Code of Federal Regulations (CFR) Sections 200.55 and 200.56  
Education Law Sections 210, 305, 3001, 3001-a, 3004, 3006 and 3008  
8 New York Code of Rules and Regulations (NYCRR) Subparts 52.21, 57-3, 80-1, 80-2, 80-3, 80.4, 80.5, 100.2(dd) and 100.2(o)

**Adopted: June 9, 2010**