

P4015 CERTIFICATION/LICENSING

BOARD POLICY:

All teachers and administrative employees shall hold at all times during employment an appropriate valid and current certificate/license issued by the Kansas State Department of Education and/or other appropriate licensing agency, if such is required, for the level and the professional position and/or the subject for which he/she is employed.

Administrative Implemental Procedures:

1. The term "teacher" is used in this policy as the term is defined in the Agreement between the Wichita Public Schools Board of Education and the United Teachers of Wichita.
2. The term "administrative employee" is used in this policy as the term is defined in the Administrative Employment Policy.
3. It is the responsibility of the individual employee to:
 - a. Meet the specific certification/licensing requirements of his/her position.
 - b. Secure and maintain a valid and current certificate/license.
 - c. Register the certificate/license with the Human Resources Division.
4. Assignments to contractual positions will only be made to employees with a valid and current certificate/license.
5. For positions not specifically delineated in the *Licensed Personnel Guide*, individuals may be employed without specific teacher education preparation.
6. Qualifications for a position may be imposed by Unified School District 259 which are in excess of the minimum qualifications set forth in the *Licensed Personnel Guide*.
7. After reviewing the particular circumstances relating to an individual teacher whose regular certificate/license has expired, the teacher may be continued in the position held or may be:
 - a. Reassigned from his/her position to the status of substitute teacher.
 - b. Retained in a substitute teacher assignment until properly licensed for the contracted position.
 - c. Reference Statute KS 72-2159.

Administrative Responsibility: Human Resources

Latest Revision Date: January 2020

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