

Administrative Regulation

Certificated Employees, Certification Procedures for

A. General

Certificated employees shall be defined as those employees serving in positions requiring certification. Members of the certificated staff must possess a valid California credential authorizing them to perform the service for which they have been employed.

B. Application for Credential

When an employee signs a contract for a position requiring certification, and when the employee does not yet possess the appropriate valid California credential, the procedures to be followed will be:

1. A credential application packet will be furnished to the employee and by the Office of Personnel Services.
2. It is the responsibility of the employee to complete and return the application packet immediately to the Office of Personnel Services.
3. The Office of Personnel Services will process the materials and forward the application to county superintendent.
4. When the credential has been received from the county superintendent, the Office of Personnel Services will notify the employee.

C. Registration of Credential

All certificated employees must file their credentials with the Orange County Superintendent of Schools. To meet this requirement, the employee will present the credential to the Office of Personnel Services, which will then complete the filing process and placement in the employee's file. Employees making application for credentials through the Office of Personnel Services, in accordance with the above procedures, will have credentials registered for them as part of the application process.

D. Renewal of Credential

It is the responsibility of each certificated employee to renew the credential and file it properly with the county superintendent prior to the expiration date of the credential.

E. Leave of Absence

A leave of absence cannot be granted beyond the expiration date of the credential forms.

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