

## CERTIFICATION AND CERTIFICATES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised October, 1979	Certificates Certification

Every person who is employed by School District No. 25 to serve in an elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse, or school librarian shall be required to have and to hold a certificate issued under authority of the State Board of Education, valid for the service being rendered. The State Board of Education may authorize endorsement of valid out-of-state certificates for a period not to exceed five years.

Information contained in this section is pertinent to all teachers and administrators and relates to the responsibilities and services of each.

1. It is the responsibility of each teacher in the public schools to know the regulations governing the certification of teachers. Such a knowledge will preclude many of the problems and disappointments which frequently occur.
2. Information on any phase of certification regulations and requirements can be obtained from the Office of Teacher Certification, State Department of Education, Len B. Jordan Office Building, Boise, Idaho 83720.
3. Idaho law requires that teachers be employed on contract.
  - a. Any employment agreement between the School District and the teacher is conditioned upon the teacher having a valid Idaho teacher's certificate for the courses being taught or services being performed.
  - b. No contract exists until this condition prevails.
4. The State Board of Education has ruled that all teacher must qualify for a proper certificate at the time of entering upon a teaching assignment. Certification is not to be provided for any school year to an applicant who did not qualify for a certificate at the time of starting the teaching assignment.
5. All teachers are required by law to register certificates with the District Superintendent. The Board of Trustees shall cause the certificates of each holder thereof to be endorsed:
  - a. Prior to beginning service for the first time with the District, or
  - b. In the first year after a new or renewed certificate is issued, showing the date of services thereunder, and shall cause to maintain a continuing record of certificates, by style and number, of each certificated employee of the District (Idaho Code 33-1207 as amended).
  - c. All current teaching certificates on file at the Education Center are automatically registered by the Personnel Clerk.
6. Teachers, when writing about certificates or service records, should provide full information as to name or names under which certificates have been issued. Please include your social security number on all correspondence. This information will permit a prompt reply and will eliminate unnecessary correspondence.