

## **Employee Policy #318 Certification**

### **Purpose:**

Every staff member is responsible for the maintenance of their own professional certificate and must apply for updates to their certificates when due.

### **Guidelines:**

- Administrators holding an Administrative I Certificate must convert that certificate to an Administrative II Certificate as soon as permissible but no later than the time permitted under the Administrative I certificate.
- Professional Staff members holding an Instructional I Certificate must work toward the credit requirements for an Instructional II Certificate and as soon as the requirements of experience and credits are earned they must apply for updates to their certificates.
- Staff members who wish to add areas of certification to their certificate may do so by taking the proper Praxis exam and filing the correct forms with PDE.
- Each staff member must have a current certificate on file with the SusQ-Cyber Charter School.
- Failure to remain certified will result in termination of employment.

### **Delegation of Responsibility:**

The CEO is responsible to ensure that all staff members are properly certified.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.