

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: **Certification**

Code Number: **401.5**

A copy of professional certification shall be delivered to the Director of Human Resources prior to any payment of annual salary. A copy of the Iowa Teaching Certificate shall be delivered to the Human Resources Department prior to any payment of annual salary. If application has been made, but not yet received proof of application must be provided before any payment of annual salary.

Employees shall be responsible for ensuring their certification/license is kept current and renewed on a timely basis. Failure to provide current certification may result in non-renewal of a teacher's contract.

First Adoption: April 25, 1989

Revision Adoption: February 14, 1995/January 26, 1999/May 11, 2004

Legal Reference: