

# POLICY

2011

6212

Personnel

## **SUBJECT: CERTIFICATION**

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the Superintendent of Schools/designee immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.
- b) The original certificates and/or licenses must be presented for examination and copying in the Personnel Office as soon as and if they are available to the employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.
- c) Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment.

20 United States Code (USC) Section 7801(23)  
34 Code of Federal Regulations (CFR) Sections 200.55 and 200.56  
Education Law Sections 3001, 3001-a, 3004, 3006 and 3008  
8 New York Code of Rules and Regulations (NYCRR) Subparts 80-1, 80-2, 80-3, 100.2(dd) and 100.2(o)

Historical Note: 5.1-3 Certification 3/28/72

Adopted 8/9/11