Classification of Certificates

I. PURPOSE

To publish the procedures governing the classification of certificates

II. PROCEDURES

A. Certificates for newly employed personnel are classified first-class since scholarship, executive ability, personality, employment references, and other evidence of teaching efficiency are assessed as a part of the selection process. (See MCPS Regulations GEA-RA: Selection and Appointment of Administrators, Supervisors, and Interns and GEB-RA: Recruitment, Employment, and Assignment of Certificated Teachers and Other Professional Personnel (Salary Schedule A Through D).)

B. When certification renewal requirements are not met, a certificate will be rated second-class. Certificated personnel must meet all specific requirements to remove the second class designation within appropriate timelines.

C. Employees whose certificates are rated second class will be notified in writing by the Office of Human Resources and Development.

D. A record of the kind, grade, and class of all certificates will be maintained by the Office of Human Resources and Development.

Regulation History: Formerly Regulation No. 475-1, October 24, 1979; revised October 1, 1985; directory information updated January 1983; revised August 1988; revised April 12, 1995; revised September 1, 2005; revised November 21, 2011.