

REGULATION Board of Education of Queen Anne's County

Responsible Office:	Human Resources
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REGULATION for Educator Certification Requirements Policy 404

I. REGULATION ELEMENTS

- A. Educators who have a certification requirement as part of their position are required to maintain their appropriate certification by complying with the requirements for their position and to understand the ramifications of failing to maintain their professional certification.
- B. Educators shall maintain an accurate record of copies and paperwork that relate to and support the educator's certification and shall submit the appropriate records to the Human Resources Office.
- C. Educators shall pay Maryland State Department of Education certification fees through payroll deductions which shall be processed by the Human Resources Office during the initial application process and during the processing of subsequent renewals.
- D. The Human Resources Office shall follow established procedures for the initial application for certification and subsequent renewals.
- E. Individual educators are responsible for keeping themselves informed about certification as it applies to them.
- F. Certificates are kept in each educator's file in the local board of education office for the duration of county employment.

II. IMPLEMENTATION

The Superintendent directs Queen Anne's County Public Schools staff to implement this regulation.

III. EFFECTIVE DATE

Date: August 4, 2021



Patricia W. Saelens, Ed.D.
Superintendent, Queen Anne's County Public Schools

HISTORY:

Initial Adoption	08/04/2021	Revised	--/--/----	Reviewed	--/--/----	Next Review	08/04/2021
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