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### Teacher Certification Policy

All teachers are required to keep abreast of developments concerning certification in their subject areas as well as new trends and techniques in education.

All teaching positions require either a Florida Statement of Eligibility indicating "Eligible" for certification OR a valid certificate from the Florida Department of Education. Each teacher will be required to obtain and maintain any applicable Florida Certification while employed by Haven. No person shall be employed or continue in employment as a member of the instructional staff who does not hold, or is eligible to hold, a valid Florida Educator's Certificate as required by law and by the rules of the State Board of Education. Also, Haven teaching positions require proof of degree (such as official college transcripts) and that proof must be submitted as part of the application process to support the applicant's indicated degree. Permanent certification from other states shall NOT be viewed as a possible substitution for Florida Certification.

Certification requirements between states vary widely. Florida State Authorization Reciprocity Agreements state:

- 1. You must hold a current teaching certification issued by another state or*
- 2. You must hold a current National Board of Professional Teaching Standards (NBPTS) Certification*

It is the responsibility of each individual applicant to achieve and employee to maintain Florida Certification and/or renewal of Florida licenses, as appropriate, and to provide copies of such documentation to the Human Resource Department and Compliance Officer prior to April 30<sup>th</sup> of the year the certification expires.

Because Haven requires all teachers have a valid Florida Educator's Certificate or a valid Florida Statement of Eligibility indicating "Eligible" for certification, a teacher who does not hold a valid Florida Educator's Certificate but has a Florida Statement of Eligibility indicating "Eligible" for certification shall be placed on the Instructional Personnel Placement Schedule. It is the responsibility of the employee to ensure the Human Resource Department and Compliance Officer receive a copy of the valid Florida Educator's Certificate upon issuance.

A candidate for a teaching position who does not hold a valid Florida Educator's Certificate or a Florida Statement of Eligibility indicating "Eligible" for certification, may be considered for employment as a long-term substitute until a Florida Statement of Eligibility indicating "Eligible" for certification is issued, but no longer than six (6) months. A long-term substitute is paid at the appropriate daily substitute rate for the first 20 consecutive work days. On the 21<sup>st</sup> day, the pay shall increase to \$183.67 per day (\$36,000 per 196-day contract year). If there is any interruption in service for any reason, the employee shall revert to the appropriate daily substitute rate.