



March 4, 1993

ADMINISTRATIVE MEMORANDUM NUMBER TWENTY-TWO
CERTIFICATION AND ENDORSEMENT REQUIREMENTS--EDUCATORS

The laws of the State of Utah (53A-6-101) require that a person employed in a position that requires certification by the Utah State Board of Education shall hold the appropriate certificate.

1. The holding of valid certification credentials by teachers, counselors, librarians, principals, supervisors, etc., is an integral part of contractual agreements. The employee is solely responsible for obtaining, holding, and renewing said certificate.

All certificates must be submitted to the district Personnel Office to be recorded on the employee's official record card. Additionally, the certificates should be shown to the principal, upon request, in compliance with Item 5 below.

2. In addition to a valid teaching certificate, each certificated employee should have a valid subject specific endorsement in each subject area.
3. The District will not appeal to the State Certification Committee for authorization of teachers or other instructional staff members when qualified certificated applicants are available.
4. Staff members who have been identified as lacking proper certification for their assignments will be given thirty days notice of termination as provided in Article 7.4.2 of the Professional Agreement. This action will provide the employee a thirty day period to present the proper State credential.
5. Each principal, and appropriate member of the superintendency, is responsible for checking on the certification and endorsement status of all professional staff under their jurisdiction. The immediate office of the Superintendent is likewise responsible for central office staff not under the jurisdiction of principals or members of the superintendency.
6. All employees are responsible to notify the Utah State Board of Education of any changes of address or name changes.

/s/

Loren G. Burton
Superintendent