



Department: Human Resources  
Policy Number: HUM-A026  
Effective Date: 1/17/05

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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## CERTIFICATION

The policy of the Clarksville-Montgomery County School System (CMCSS) that all personnel hold a valid educator license if employed in a position for which certification is required.

Career Technical Education teachers will meet the requirements set forth in Tennessee state rules and regulations.

Administrators will hold an active administrator endorsement when the CMCSS job description indicates an educator license is required.

In the event a person is to be recommended for employment in a position for which he/she does not hold valid certification, it is brought to the attention of the Chief Human Resources Officer. Justification for the recommendation will be contingent upon the plan to meet licensure requirements.

It is the responsibility of the Director of Educator Quality or designee to verify certification for both current employees and educator applicants.

Implementing Procedures: None

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
5/28/09	A	Change of titles re Transitional instead of Alternative, Career instead of Vocational and Assistant HR Director and Chief HR Officer
2/18/13	B	Change principal's certification to administrator's certification. Change paragraph 3 to add contingency upon meeting licensure requirements. Change responsibility for verification to Director of Educator Quality or designee.
4/13/15	C	Changed wording from available to required in first sentence, deleted rest of paragraph; deleted second paragraph; added occupational endorsement areas in parentheses; added when required according to CMCSS job description; minor format changes
3/4/19	D	Para. 1, sentence structure corrected. Para. 2, replaced "Teachers of Trade and Industries" with "Career Technical Education teachers". Para. 3, replaced "personnel employed..." with "administrators", added "an active administrator endorsement" and "the CMCSS job description indicates an educator license is required". Para. 4, sentence structure corrected. Para. 5, replaced "proposed employees" with "employees and educator applicants".



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**\*\*\* End of Policy \*\*\***