

OUSD Urgent Credential Support Process

While it is the expectation of the Office of Charter Schools that schools hire appropriately credentialed teachers as outlined in CEC §47605(I)¹, our office acknowledges that certain situations may arise that require credential support from the District. Following is a process developed in collaboration between the OUSD Office of Charter Schools and the Human Resources department to mitigate urgent credential issues with charter schools. **Please note that all communication to and from the district must be between the principal and the Office of Charter Schools, not with individual teachers or with HR staff.** The use of the following protocol, including OCS's role as liaison, will ensure that urgent credential issues are resolved most efficiently.

1. Principal emails the Office of Charter Schools (paige.hirsch@ousd.k12.ca.us) with a request regarding a credential issue. Principal provides the teacher's name, DOB, and any other pertinent information with respect to the credential situation (i.e. the credential the teacher currently holds, any outstanding testing, credential history that may be relevant)
2. The Office of Charter Schools contacts the District's HR department with the information provided by the principal.
3. The District's HR department provides options for credentialing and the required documents needed from the teacher.
4. The Office of Charter Schools contacts the principal and requests the required information and documents. School staff delivers the documents to the Office of Charter Schools in person, to Room 11 of the Tilden Campus, at 4551 Steele Street.
5. The Office of Charter Schools and the District's HR department schedule a meeting to vet the documents and determine next steps.
6. If the documents are in order, the District's HR department submits documents to Alameda County Office of Education and the California Commission on Teacher Credentialing. An electronic copy of the documents is emailed to the Office of Charter Schools.
7. The District's HR department provides confirmation of credential acceptance to the Office of Charter Schools and verification of approval is mailed to the Office of Charter Schools.
8. The Office of Charter Schools communicates confirmation of credential acceptance to the charter school principal.

¹ §47605(I) – “Teachers in charter schools shall hold a Commission on teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and are subject to periodic inspection by the chartering authority. It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, noncollege preparatory courses.”