



LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION

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**GUIDE TO THE COMPLETION OF
CERTIFICATION OF CLEARANCES, CREDENTIALING, NCLB
QUALIFICATIONS, AND MANDATED REPORTER TRAINING 2016-2017
FORM**

The purpose of this guide is to provide supplemental information that may support you in completing your school's *Certification of Clearances, Credentialing, NCLB Qualifications, and Mandated Reporter Training 2016-2017* form (also known as the "NCLB Grid"). The NCLB portion reflects CDE Transition Year Guidance for 2016-17 and will be revised further for the 2017-18 year in accordance with new Every Student Succeeds Act (ESSA) requirements.

REQUIREMENTS PER APPLICABLE LAW AND CHARTER

Criminal Background Clearance Requirements

Each charter school shall require the following persons to submit to criminal background checks and fingerprinting: (1) all employees of the charter school, (2) all employees of contracting entities/independent contractors ("vendors") providing schoolsite services who may have contact with students, and (3) all volunteers who will be performing services that are not under the direct supervision of a charter school employee. The charter school is responsible for ensuring that vendors provide the *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* signed form to the charter school prior to the provision of services to the school. (See, e.g., Education Code §§ 44237, 45122.1, and 45125.1.)

Each charter school must maintain on file and available for inspection evidence that the charter school has (1) designated and maintains at least one Custodian of Records, duly confirmed by the California Department of Justice, who is responsible for the security, storage, dissemination, and destruction of criminal record information (see California Penal Code § 11102.2.); (2) performed criminal background checks and cleared all employees prior to employment; and (3) obtained certification that vendors have conducted all requisite criminal background clearances for their employees prior to any contact with students. Each charter school shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice to ensure the ongoing safety of its students. (See *District Required Language for Independent Charter School Petitions [New and Renewal] and Material Revisions*.)

Tuberculosis Risk Assessment/Clearance Requirements

Each charter school shall require all employees, and any volunteer or vendor employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or

be examined and determined to be free of active tuberculosis (TB), within the period of 60 days prior to employment/service, per the requirements of recently amended Education Code section 49406. (See AB 1667 (2014).) Each charter school shall maintain and monitor TB clearance records on file to ensure ongoing compliance. (See *District Required Language for Independent Charter School Petitions [New and Renewal] and Material Revisions.*)

Credentialing and NCLB Compliance

Each charter school shall adhere to the requirements of the Elementary and Secondary Education Act (ESEA, also known as No Child Left Behind (NCLB)) and the CDE Transitional Year 2016-17 guidance that are applicable to teachers and paraprofessional employees. The CDE Transitional year guidance does not require “Highly Qualified” status but still requires meeting state licensure requirements. Charter schools shall ensure that all teachers and paraprofessionals meet the requirements for employment set forth in Education Code section 47605(l), which provides that teachers must hold and maintain a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in a non-charter public school would be required to hold in the same assignment, including English Learner authorization. Charter schools have been given flexibility with regard to non-core, non-college preparatory courses. Each charter school shall maintain current copies of all teacher credentials and make them readily available for inspection. (See *District Required Language for Independent Charter School Petitions [New and Renewal] and Material Revisions.*)

Child Abuse Mandated Reporter Training:

Each charter school must provide every employee, and every other person working on behalf of the school who is a mandated reporter, with annual training on child abuse detection and reporting. (See AB 1432 (2014).) This mandatory annual training must be completed within the first six weeks of each school year or within the first six weeks of a person’s employment. Each school must maintain documentation of compliance with these requirements.

GENERAL INSTRUCTIONS FOR COMPLETION OF THE FORM

Each charter school must include on this form ALL employees (including but not limited to teachers, paraprofessionals, other instructional staff, central office staff, operations staff, substitute employees, part-time staff, and temporary employees) and ALL contracting entities/independent contractors (vendors). The *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form must be executed annually by the vendor and provided to the charter school “prior to” the provision of services for the 2016-17 school year. **Within each table on the form, please be sure to enter each name in alphabetical order by last name/contracting entity name.**

GLOSSARY

Prior to completing the form, please carefully review the following information regarding the terms used:

- (a) Full Name - For certificated employees, the name must match the name listed on the employee's credential/Commission on Teaching Credentialing (CTC) documents. List employees in alphabetical order by last name. If the individual now uses a different legal name, please also include that information. See example on the form.
- (b) Date of Criminal Background Clearance Determination - This entry is the date that the school's Custodian of Records reviewed the appropriate DOJ criminal background check document(s) (i.e. CORI report(s)) and determined that the applicant was cleared for employment.
NOTE: Please do not provide the date on the face of the DOJ report(s) or the date that the record was received. This entry is the date of the school's review and determination by its Custodian of Records.
- (c) Start Date - This entry is the first day that the employee performed any work for this school/organization.
- (d) Credential Type and Employment Restriction - This entry must include all valid credentials. For employees who are university interns, the employment restriction must be specified.
- (e) Credential Expiration Date (specify if it has a 1-year renewal) - Enter the expiration date for each credential. Also, provide the one-year renewal expiration date for any employee who has specific renewal requirements, such as the CBEST, that must be met within one year of credential issuance.
- (f) Job Title/Assignments - Enter the person's title and current assignment(s).
- (g) Teaching in a Core Setting (i.e., two areas of core content to the same group of students for two periods) [Grades 5-8 only] - Indicate if the teacher is assigned to a "core setting". Enter "C" if the teacher is teaching in a core setting, or "N/A" if not.
NOTE: This column does not relate to the separate question of whether a given course or subject is considered "core" or "college preparatory" within the meaning of Education Code § 47605(I).
- (h) EL Authorization Type - Enter the type of English Learner Authorization held by the employee, such as BCC/BCLAD; CLAD; embedded EL authorization; or Emergency CLAD/Bilingual Authorization Permit. Alternatively, enter the corresponding credential authorization code from the credential document (e.g. "ELA1"). For any teacher without an EL Authorization, enter "None".
- (i) New Employee TB Clearance Date - This entry is the date on which the results of the TB risk assessment, test, or chest exam, were read/reviewed by a qualified medical professional. Per Education Code § 49406, new employees must show a certificate of tuberculosis (TB) risk assessment/clearance dated within the 60 days prior to the initial employment date (Start Date). For new employees, enter the date of the initial TB clearance. For a person who has transferred or transfers employment from another school or school district to the charter school, place an (*) asterisk next to the TB clearance date verifying that the person has an appropriate certificate on file showing that the person

is free from infectious TB. For all returning employees, please confirm compliance by entering “compliant” or “not compliant,” as applicable, instead of entering the date.

- (j) *TB Expiration Date* – This entry is the date on which the employee must comply with the requirement for obtaining documentation of TB risk assessment/examination and clearance results before continuing with employment by a qualified medical professional.
- (k) *Child Abuse Mandated Reporter Training* – Enter the date on which the employee received compliant training pursuant to AB 1432 (2014).
- (l) *Blood Borne Pathogens Training* – Enter the date on which the employee received Blood Borne Pathogens training.
- (m) *Type of Work/Services Provided* - This entry must be a concise description of services rendered.

Please use additional rows and/or pages as needed.

CERTIFICATION OF CLEARANCES, CREDENTIALING, NCLB QUALIFICATIONS, AND MANDATED REPORTER TRAINING 2016-2017

CHARTER SCHOOL NAME: Click here to enter text.

NAME OF PERSON COMPLETING FORM: Click here to enter text.

LOCATION CODE: Click here to enter text.

TELEPHONE OR EMAIL FOR PERSON COMPLETING THE FORM: Click here to enter text.

In order to complete this form, please refer to the accompanying guide, which provides background information, general instructions, and a glossary of terms used in this form.

I. CERTIFICATED EMPLOYEES (including SUBSTITUTE TEACHERS, PART-TIME EMPLOYEES, and TEMPORARY EMPLOYEES): Include only those individual substitute teachers who are employed directly by the organization/school. Vendors providing substitute teachers must be included in Table III.

| FULL NAME (LAST NAME(S), FIRST AND MIDDLE NAMES) (a) | DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION (b) | START DATE (c) | CREDENTIAL DOCUMENT NUMBER | CREDENTIAL TYPE AND EMPLOYMENT RESTRICTION (if applicable) (d) | CREDENTIAL EXPIRATION DATE (specify if 1-year renewal) (e) | JOB TITLE/ASSIGNMENT(S) (f) | TEACHING IN A CORE SETTING (Grades 5-8 only) (g) | EL AUTHORIZATION TYPE (h) | NEW EMPLOYEE TB CLEARANCE DATE (i) | TB EXPIRATION DATE (j) | CHILD ABUSE MANDATED REPORT TRAINING DATE (k) | BLOOD BORNE PATHOGEN TRAINING DATE (l) |
|--|---|-------------------|-------------------------------|---|---|---|--|---------------------------------|--|---------------------------|---|--|
| NEW CERTIFICATED EMPLOYEES (All certificated staff hired/contracted since the school's last CSD annual oversight visit or not otherwise included on prior certification): | | | | | | | | | | | | |
| EXAMPLE Smith, Jocelyn Ann (now Smith-Baker, Jocelyn Ann) | 07/10/16 | 07/20/16 | 111111111 222222222 | Clear Multiple Subject Teaching Credential Prelim. Single Subject Teaching Credential - Mathematics | 07/01/17 | Mathematics (7 th and 8 th Grades) Teacher; Leadership Teacher (8 th) | No | ELA1 | 06/15/16 | 06/15/20 | 08/28/16 | 08/28/16 |
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| | FULL NAME (LAST NAME(S), FIRST AND MIDDLE NAMES) (a) | DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION (b) | START DATE (c) | CREDENTIAL DOCUMENT NUMBER | CREDENTIAL TYPE AND EMPLOYMENT RESTRICTION (if applicable) (d) | CREDENTIAL EXPIRATION DATE (specify if 1-year renewal) (e) | JOB TITLE/ASSIGNMENT(S) (f) | TEACHING IN A CORE SETTING (Grades 5-8 only) (g) | EL AUTHORIZATION TYPE (h) | NEW EMPLOYEE TB CLEARANCE DATE (i) | TB EXPIRATION DATE (j) | CHILD ABUSE MANDATED REPORT TRAINING DATE (k) | BLOOD BORNE PATHOGEN TRAINING DATE (l) |
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| CONTINUING CERTIFICATED EMPLOYEES: | | | | | | | | | | | | | |
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| FULL NAME (LAST NAME(S), FIRST AND MIDDLE NAMES) (a) | DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION (b) | START DATE (c) | CREDENTIAL DOCUMENT NUMBER | CREDENTIAL TYPE AND EMPLOYMENT RESTRICTION (if applicable) (d) | CREDENTIAL EXPIRATION DATE (specify if 1-year renewal) (e) | JOB TITLE/ASSIGNMENT(S) (f) | TEACHING IN A CORE SETTING (Grades 5-8 only) (g) | EL AUTHORIZATION TYPE (h) | NEW EMPLOYEE TB CLEARANCE DATE (i) | TB EXPIRATION DATE (j) | CHILD ABUSE MANDATED REPORT TRAINING DATE (k) | BLOOD BORNE PATHOGEN TRAINING DATE (l) |
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II. NON-CERTIFICATED EMPLOYEES: All other individuals employed by the organization should be listed here. This group includes all central office staff that may have contact with students at any time, office staff, building and grounds staff, etc.

| FULL NAME FULL LAST NAME(S), FIRST AND MIDDLE NAMES | DATE OF CRIMINAL BACKGROUND CLEARANCE (DOJ) (b) | START DATE (c) | JOB TITLE (f) | NEW EMPLOYEE TB CLEARANCE DATE (i) | TB EXPIRATION DATE (j) | CHILD ABUSE MANDATED REPORT TRAINING DATE (k) | BLOOD BORNE PATHOGEN TRAINING DATE (l) |
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| NEW NON-CERTIFICATED EMPLOYEES (All non-certificated staff hired since the school's last CSD annual oversight visit or not otherwise included on prior certification): | | | | | | | |
| <i>EXAMPLE</i> Garcia, José Eduardo | 06/05/16 | 06/12/16 | Paraprofessional and After-School Program Coordinator | 06/11/16 | 06/11/20 | 06/11/16 | 06/11/16 |
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| | FULL NAME FULL LAST NAME(S), FIRST AND MIDDLE NAMES | DATE OF CRIMINAL BACKGROUND CLEARANCE (DOJ) (b) | START DATE (c) | JOB TITLE (f) | NEW EMPLOYEE TB CLEARANCE DATE (i) | TB EXPIRATION DATE (j) | CHILD ABUSE MANDATED REPORT TRAINING DATE (k) | BLOOD BORNE PATHOGEN TRAINING DATE (l) |
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| RETURNING NON-CERTIFICATED EMPLOYEE: | | | | | | | | |
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III. **CONTRACTING ENTITIES/INDEPENDENT CONTRACTORS (“VENDORS”)** – This table must include all contracting entities/independent contractors (“vendors”) providing schoolsite services whose employees may have contact with students. This group includes, but is not limited to, vendors of after-school programs, tutoring, physical/health screening, subcontracted teacher substitutes, and technology consultation and/or services. As part of its certification, each vendor must provide (on the certification form or on an attachment to the certification form) a complete and detailed list of all vendor employees covered by the certification.

| | NAME OF CONTRACTING ENTITY/INDEPENDENT CONTRACTOR | DATE OF VENDOR CERTIFICATION | NAME AND TITLE OF PERSON CERTIFYING ON BEHALF OF CONTRACTING ENTITY/INDEPENDENT CONTRACTOR | TYPE OF WORK/SERVICES PROVIDED (m) |
|-----|---|------------------------------|--|------------------------------------|
| EX. | <i>L.A. Catering</i> | <i>08/02/2016</i> | <i>Patricia Avakian, Manager</i> | <i>Food delivery and set-up</i> |
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All independent charter schools, as applicant agencies, are required to designate and maintain at all times at least one Custodian of Records duly authorized and confirmed by the California Department of Justice (DOJ). **The following person(s) has/have been confirmed by the DOJ as a Custodian of Records for the school.**

| Name | Date of DOJ Confirmation as Custodian of Records |
|------|--|
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I, the undersigned Custodian of Records for _____, hereby certify that the information provided on this form has been verified and is true and accurate. I further certify that the school maintains Subsequent Arrest Notification Service with the California Department of Justice for all employees as permitted by law, and the school has not received any arrest notifications for any current employee. I know and understand that failure to conduct a criminal background clearance for any new employee, as defined above, or to obtain certification of clearance from any current contracting entity/independent contractor, prior to employment or providing service, will result in a rating of 1 in the area of Organizational Management, Programs, and Operations, on the school's Annual Performance-Based Oversight Visit Report and a *Notice to Cure* to be sent to the charter school's governing board.

Print Name

Title/Position

Signature

Date