



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

MICHELLE KING, Ed.D.
Superintendent of Schools

FRANCES GIPSON, Ph.D.
Chief Academic Officer
Division of Instruction

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

GUIDE TO THE COMPLETION OF *CERTIFICATION OF CLEARANCES, CREDENTIALING, AND MANDATED REPORTER TRAINING 2017-2018 FORM*

Please submit this completed form to the Charter Schools Division (CSD) by the school's seventh week of the school year (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) and on the date of the school's oversight visit.

The purpose of this guide is to provide supplemental information that may support you in completing your school's *Certification of Clearances, Credentialing, and Mandated Reporter Training 2017-2018* form (The credentialing portion reflects 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 school site 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.) Note: AB 949 (2017), which amends Education Code section 45125.1 to address criminal background clearance procedures for sole proprietors, becomes effective law on January 1, 2018.

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 in any capacity' 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 ESSA Compliance

Each charter school shall adhere to the requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. ESSA 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.

Bloodborne Pathogen Training

Each charter school must provide employee training in accordance with the requirements of the Bloodborne Pathogens Standard set forth in California Code of Regulations, title 8, section 5193.

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 2017-2018 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(l).

- (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. 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.