

DATE: December , 2011
TO: Certificated Employees
FROM: Donna M. Bowen
Deputy Chief of Human Resources
SUBJECT: Continuing Contract Requirements and Instructions – 2012-2013 School Year

For your convenience, the Continuing Contract Request Form is available from the following sources:

- The main office of your school/department
- CTU building representative
- <http://www.cmsdnet.net/jobs>; Select Human Resources – Printable Forms

Basic Requirements:

1. The employee must hold a professional, permanent or life certificate or a Five-Year Professional license, a senior professional educator license or a lead professional educator license.
2. An employee holding a professional educator's license must fulfill one of the following:
 - a. If the employee *did not hold* a master's degree at the time the State initially awarded the teaching certificate or educator's license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license must be completed.
 - b. If the employee *held* a master's degree at the time the State initially awarded the teaching certificate or educator's license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license must be completed.
3. The service requirement mandates that to obtain continuing contract status, the employee must have taught within the District for at least three complete school years out of the last five school years. For those employees who had continuing contract status in another school district, the teacher needs only two complete school years of service in the Cleveland Metropolitan School District (CMSD) unless the CEO determines that a shorter time period is acceptable.

Please be advised that employees converting from a provisional certificate to a license may do so prior to the year of expiration of the current certificate. A Five-Year Professional License will be issued at the time of the conversion.

Also be advised that in order to meet the licensure requirement, the issue date of the Five-Year Professional License of employees converting from a provisional certificate **must be no later than March 1, 2012**. Please contact the following specialist regarding the conversion and/or renewal process:

Sonya Marshall
sonyamarshall@cmsdnet.net

Please be aware that for individuals who were initially issued an educator license on or after January 1, 2011, the requirements for a continuing contract changed.

You must include with the Continuing Contract Request Form a copy of the appropriate certificate/license and **all transcripts (sealed)** to verify the completed coursework. Do NOT have transcripts sent directly to CMSD.

COPIES OF CERTIFICATES, LICENSES AND TRANSCRIPT(S) WILL NOT BE RETRIEVED FROM THE EMPLOYEE FILE. THE APPROPRIATE DOCUMENTATION MUST BE ATTACHED TO THE FORM.

It is the sole responsibility of the employee to return the signed form for processing. Mail the completed form and required documentation to: Cleveland Metropolitan School District, ATTN: Human Resources, Room 500N, 1380 East 6th Street, Cleveland, OH 44114.

THE FORM MUST BE RETURNED NO LATER THAN 4:30 P.M., Wednesday, MARCH 1, 2012