



LOS ANGELES UNIFIED SCHOOL DISTRICT
Charter Schools Division

333 S. Beaudry Ave., 20th Floor
Los Angeles, CA 90017
Office: (213) 241-0399 • Fax: (213) 241-2054

ALBERTO M. CARVALHO
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CLEARANCES, CREDENTIALING, AND MANDATED TRAINING 2024-2025 GUIDE

Attachment B1

In an ongoing effort to provide performance-based oversight and support the success of all students enrolled in LAUSD-authorized charter schools, the Charter Schools Division (CSD) reviews and monitors charter school employee and vendor clearances, credentialing, and mandated trainings, as appropriate. This guide provides information for **both** the Triannual and the Annual Performance-Based Oversight Visit submissions related to clearances, credentialing, and mandated training compliance. The guide includes the following:

- I. Requirements per Applicable Law and Charter**
- II. Preparation for Triannual Submission**
- III. Preparation for Annual Performance-Based Oversight Visit Submission**
- IV. Instructions for Completing the *Certification of Clearances, Credentialing, and Mandated Training Form* (“ESSA Grid”)**

The *Certification of Clearances, Credentialing, and Mandated Training 2023-2024 Form Template* will be an Excel Workbook for the 2024-2025 School Year.

I. 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 signed *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form to the charter school prior to the provision of services to the school. (Ed. 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 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 *Federal, State, and District Required Language for Independent Charter School Petitions*)

Tuberculosis Risk Assessment/Clearance Requirements

Each charter school shall require all employees, and any volunteer or vendor/contracting entity 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 Ed. Code § 49406. Each charter school shall maintain and monitor TB clearance records on file to ensure ongoing compliance. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

Credentialing and ESSA Compliance

Per Ed. Code § 47605(1), teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment. These documents should be maintained on file at the charter school and are subject to periodic inspection by the District. All teachers employed by charter schools during the 2019-2020 school year shall have until July 1, 2025, to obtain the certificate required for the teacher's certificated assignment (Ed. Code § 47605.4). Each charter school shall adhere to the requirements of the Every Student Succeeds Act (ESSA) that are applicable to teachers and paraprofessional employees. Charter schools shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including, but not limited to, the provisions of Ed. Code § 47605(1), 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. Each charter school shall maintain current copies of all teacher credentials and make them readily available for inspection. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

Certificate of Clearance

As of July 1, 2020, all teachers in charter schools are required to hold a Certificate of Clearance and satisfy the requirements for professional fitness pursuant to Ed. Code §§ 44339, 44340, and 44341 (Ed. Code § 47605(1)).

Child Abuse Mandated Reporter Training

Each charter school must provide every employee, and every other person working on behalf of the charter school who is a mandated reporter, with annual training on child abuse detection and reporting (Ed. Code § 44691). 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, if employed after the beginning of the school year**. Each school must maintain documentation of compliance with these requirements. The documentation of compliance process may include, but not necessarily be limited to, the use of a sign-in sheet or the submission of a certificate of completion to the charter school.

Bloodborne Pathogen Training

Each charter school must provide employee training in accordance with the requirements of the Bloodborne Pathogens Standard set forth in 8 CCR § 5193.

Pupil Suicide Prevention Training

In accordance with Ed. Code § 215, every charter school serving students in grades 1-6 and/or 7-12 inclusive must implement a Board-approved Suicide Prevention Policy. **Charter schools that are co-located on District sites must adhere to the District's Integrated Safe School Plan, which incorporates the District's Suicide Prevention Policy.** As part of the District's Suicide Prevention Policy, charter school staff must complete the online *Suicide Prevention and Awareness Training* on MyPLN. Charter staff not located on District property may receive training through other means.

II. PREPARATION FOR TRIANNUAL SUBMISSION

Each charter school must include **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”).

Charter school creates a “*Triannual Clearances and Credentialing Compliance*” digital folder in the corresponding Triannual Dropbox folder and organizes the school’s documentation in the following subfolders (A-G):

Note: Any employees not included in the prior year’s 2023-2024 oversight ESSA Grid and all newly employed staff for the 2024-2025 school year must be included under the respective *New Employees* section.

A. Certifications and Related School Information

1. **Certification of Clearances, Credentialing, and Mandated Training 2024-2025:** School’s completed and signed *Certification of Clearances, Credentialing, and Mandated Training 2024-2025* form on which the school, through its Custodian of Records, certifies compliance with criminal background clearance, tuberculosis (TB) risk assessment/clearance, credentialing requirements, Mandated Reporter Training requirements, Bloodborne Pathogen Training, and Pupil Suicide Prevention and Awareness Training. All school employees and central office staff, as well as all contracting vendors providing school-site or student services, must be included on the completed form.
2. **Staff Roster:** Current and complete school staff roster that shows all current assignment(s) for each staff member and, if applicable, staff roster for central office employees.
3. **Master Schedule:** Master schedule that also indicates which teachers instruct English Learners (EL) and which subjects/courses are identified as “core” and “college preparatory” in the school’s approved charter.
4. **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification).

B. Certificated Employee Documentation

1. **Criminal Background Clearance Certification:** Completed and signed *Criminal Background Clearance Certification* form certifying criminal background clearance for each employee prior to employment.
2. **Credential(s):** Copy of current credential(s) clearly showing issuance and expiration dates, type of credential, applicable subject matter authorization(s), and type of EL authorization, for each position/assignment performed by each certificated employee.
3. **Additional Authorization Documentation:** Any additional documentation necessary to authorize certificated service (e.g., Certificate of Clearance, Temporary County Certificate (TCC), Teaching Permit for Statutory Leave (TPSL), etc.).

C. Non-Certificated Employee Documentation

Criminal Background Clearance Certification: Completed and signed *Criminal Background Clearance Certification* form certifying criminal background clearance prior to employment.

D. Central Office Staff Documentation

Criminal Background Clearance Certification: Completed and signed *Criminal Background Clearance Certification* form certifying criminal background clearance prior to employment.

E. Employee Bloodborne Pathogen Training, Child Abuse Mandated Reporter Training, and Pupil Suicide Prevention and Awareness Training Documentation

For all employees, include the supporting documentation of completion of Bloodborne Pathogen Training, Child Abuse Mandated Reporter training within timelines specified in Ed. Code § 44691, and Pupil Suicide Prevention and Awareness Training.

F. Contracting Entities Documentation (For each contracting entity/independent contractor). The charter school is responsible for ensuring annually that vendors provide the signed *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form to the charter school prior to the provision of services for the current school year. Additionally, charter school is responsible for completing the *Sole Proprietor Criminal Background Clearance Certification* form for any sole proprietor(s) in addition to collecting the *Sole Proprietor Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form from any sole proprietor(s) prior to the sole proprietor's provision of services to the charter school.

1. **Clearances and Credentialing Certification:** Current documentation from vendor certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for vendor employees, and credentialing requirements for certificated vendor employees, with an appended list of the specific vendor employees covered by the certification. In the event that any new employee(s) of a vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, the charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.
2. **Sole-Proprietor Vendors:** Current documentation from charter school certifying timely compliance with applicable criminal background clearance requirements for any sole proprietor(s), and documentation from sole proprietor(s) certifying compliance with TB risk assessment/clearance requirements and, if applicable, credentialing requirements, Ed. Code § 45125.1.

G. Volunteer Clearances Certification (if applicable)

Documentation certifying that the school has obtained appropriate clearances for all volunteers in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform school-site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per the requirements of Ed. Code § 49406.

Note: To ensure adherence to HIPAA requirements and purposes, CSD staff will not review individual school staff member tuberculosis clearances or medical records. The CSD reserves the right to review such records as needed on a case-by-case basis and as permitted by law.

III. PREPARATION FOR SUBMISSION AT THE OVERSIGHT VISIT

As part of the Annual Performance-Based Oversight Visit, submit the following to the O6 Folder in Oversight Visit Dropbox:

A. Updated Certifications and Related School Information

1. Certification of Clearances, Credentialing, and Mandated Training 2024-2025: Updated *Certification of Clearances, Credentialing, and Mandated Training 2024-2025* form, which includes any staff and/or vendors that were not listed in the form submitted during the Triannual submission, and applicable updated clearances, credentialing, and mandated training information.

To identify the updates in the *Certification of Clearances, Credentialing, and Mandated Training 2024-2025* form, adhere to the following:

- a. **Highlight** any new employees and/or vendors, and any new clearances, credentialing, and training.
 - b. Strikethrough and **highlight** any employees and/or vendors that are no longer employed by the school.
2. **Employee Roster:** Current and complete roster that shows all current assignment(s) for each employee. If applicable, include a roster of central office employees.
 3. **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification, etc.).

- B. New Employees:** Submit supporting documents for any employees and/or vendors (including sole proprietors) that were not listed in the *Certification of Clearances, Credentialing, and Mandated Training 2024-2025* form provided during the Triannual submission, and applicable updated clearances, credentialing, and mandated training information (e.g., Criminal Background Clearance Certification, Credentials, Additional Authorizations, Mandated Training Documentation, and/or Vendor Certification). Organize the supporting documents as described above in *Preparation for Triannual Submission*.

IV. INSTRUCTIONS FOR COMPLETING THE CERTIFICATION OF CLEARANCES, CREDENTIALING, AND MANDATED TRAINING FORM

The *Certification of Clearances, Credentialing, and Mandated Training* form (also known as the “ESSA Grid”) is in the form of an Excel workbook for the 2024-2025 school year. There are ten sheets within the workbook, which can be accessed through the tabs at the bottom of the workbook. Complete the following ten (10) sheets as applicable:

- ☐ COVER PAGE
- ☐ I(a). NEW CERT. EMPLOYEES
- ☐ I(b). CONT. CERT. EMPLOYEES
- ☐ II. 2019-2020 TEACHERS, NO CERTS
- ☐ III(a). NEW NON-CERT EMPLOYEES
- ☐ III(b). CONT. NON-CERT EMPLOYEES
- ☐ IV(a). NEW CENTRAL OFFICE STAFF
- ☐ IV(b). CONT. CENT OFFICE STAFF
- ☐ V. CONTRACTORS (VENDORS)
- ☐ VI. SOLE-PROPRIETOR VENDORS

Explanation of information required for each column:

- (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, also include that information. See example on the form.**
- (b) **Start Date** – Enter the first day that the employee/vendor performed any work for this charter school/organization. **For a new employee who has transferred or transfers employment from another school or school district to the charter school, include the original hire date and the transfer date.**
- (c) **Date of Criminal Background Clearance Determination** – Enter the date that the charter 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. 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 charter school’s review and determination by its Custodian of Records.
- (d) **New Employee TB Clearance Date** – Enter the date on which the results of the TB risk assessment, test, or chest exam, were read/reviewed by a qualified medical professional. Per Ed. 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.**
- (e) **TB Expiration Date** – Enter 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.
- (f) **Bloodborne Pathogens Training Date** – Enter the date on which the employee received Bloodborne Pathogens training.
- (g) **Child Abuse Mandated Reporter Training Date**– Enter the date on which the employee received compliant training pursuant to Ed. Code § 44691. 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, if employed after the beginning of the school year.**
- (h) **Pupil Suicide Prevention and Awareness Training Date** – Enter the date on which the employee received Suicide Prevention training in accordance with the school’s Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), per the requirements of Ed. Code § 215.
- (i) **Job Title/Assignment(s)** – Enter the person’s title and current assignment(s).

- (j) **Credential Document Number** – Enter the credential document number for each credential listed in Column (k).
- (k) **Credential Type and Employment Restriction** – Enter the current credential(s) authorizing teaching/service for the assignment(s) listed in Column (i). For employees who are university interns, the employment restriction must be specified.
- (l) **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 that must be met within one year of credential issuance.
- (m) **EL Authorization Type** – Enter the type of English Learner Authorization (e.g., BCC/BCLAD, CLAD, embedded EL authorization, Emergency CLAD/Bilingual Authorization Permit, etc.) and/or code (e.g., “ELA1”) held by the employee. For any teacher without an EL Authorization, enter “None.”
- (n) **School-Based Administrator** – Check if employee is the Principal, Assistant Principal, or equivalent.
- (o) **Teaching in a Core Setting (i.e., teaching 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.
- (p) **Certificate of Clearance Date** – Enter for teachers employed by the charter school during the 2019–2020 school year without required certification.
- (q) **Date of Initial Annual Vendor Certification** – Enter the date the annual certification was signed by the vendor. Schools collect and review this annual certification from the vendor prior to the provision of services for the current school year.
- (r) **Date of Most Recent Updated Vendor Certification** – If applicable.
- (s) **Name and Title of Person Certifying on Behalf of Contracting Entity/Independent Contractors**
- (t) **Type of Work/Services Provided** – Enter a concise description of services rendered.