

CERTIFICATION OF CLEARANCES, CREDENTIALING, AND MANDATED TRAINING GUIDE 2025-2026

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”)

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 have 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**, pursuant to 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(l), 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. 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(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. 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*)

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** (Ed. Code § 44691(c)(2)). 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 kindergarten and 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 "Certification of Clearances, Credentialing Compliance and Mandated Training" 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 2024-2025 oversight ESSA Grid and all newly employed staff for the 2025-2026 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 2025-2026:** School's completed and signed *Certification of Clearances, Credentialing, and Mandated Training 2025-2026* 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, indicating any vacant positions. If applicable, also provide a staff roster for central office employees.
3. **Master Schedule:** Master schedule should include all teacher assignments (including any vacancies). Additionally, identify teachers that are teaching in a core setting (grades 5-8 only).
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 training completion dates for Bloodborne Pathogen Training, Child Abuse Mandated Reporter Training, and Pupil Suicide Prevention and Awareness Training. Additionally, include supporting documentation providing evidence of completion of Child Abuse Mandated Reporter training, per Ed. Code § 44691.

F. Contracting Entities Documentation (For each contracting entity/independent contractor). The charter school is responsible for ensuring they obtain current and accurate documentation from all vendors whose employees may have contact (physical, verbal, or virtual) with students, certifying timely compliance with applicable criminal background and TB risk assessment/clearance

requirements for vendor employees, and credentialing requirements for certificated vendor employees, **prior to the provision of services** for the current school year. Additionally, the *charter school* is responsible for obtaining criminal background clearance for any independent contractor/sole proprietor(s) prior to the sole proprietor's provision of services to the charter school.

1. **Vendor Clearances and Credentialing Certification:** Current documentation (i.e., a signed *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form obtained on or after July 1st of the current school year) for all applicable vendors that includes an appended list of the specific vendor employees covered by the certification. (Provide a separate file for each vendor and do not collate multiple vendors' forms in a single file)

Please Note: In the event that any new employee(s) of a vendor will provide any services 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 updated certification prior to those new employees providing services to the charter school.

2. **Sole Proprietor Vendors:** Current documentation (*Sole Proprietor Criminal Background Clearance Certification*) from charter school certifying timely compliance with applicable criminal background clearance requirements for any sole proprietor(s), and documentation (*Sole Proprietor Vendor Certification of Tuberculosis Clearance and Credential Verification*) 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 2025-2026: Updated *Certification of Clearances, Credentialing, and Mandated Training 2025-2026* 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 2025-2026 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 2025-2026* 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 2025-2026 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(a). NEW NON-CERT EMPLOYEES
- ☐ II(b). CONT. NON-CERT EMPLOYEES
- ☐ III(a). NEW CENTRAL OFFICE STAFF
- ☐ III(b). CONT. CENT OFFICE STAFF
- ☐ IV. CONTRACTORS (VENDORS)
- ☐ V. SOLE-PROPRIETOR VENDORS

Explanation of information required for each column in tabs I(a) through V:

- (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) **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), such as 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.

- (c) **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 both the original hire date and the transfer date.**
- (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 period of 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. Per Ed. Code § 49406, if a continuing employee has a documented positive test for TB infection that has been followed by a chest x-ray (CXR) that was determined to be free of infectious TB, enter “X-Ray” in column (e) TB Expiration Date.
- (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 (kindergarten and 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** – Enter the expiration date for each credential.
- (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.

- (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) **Date of Initial Annual Vendor Certification** – Enter the date the annual certification was signed by the vendor in the current school year. (Schools collect and review this annual certification from the vendor prior to the provision of services for the current school year.)
- (q) **Date of Most Recent Updated Vendor Certification** – If applicable. (e.g., a vendor hired additional employees to provide services to the school and provided an updated form listing the new employees.)
- (r) **Name and Title of Person Certifying on Behalf of Contracting Entity/Independent Contractors**
- (s) **Type of Work/Services Provided** – Enter a concise description of services rendered.