
Monitor Certifications Procedure (HR-P017)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the current process that is used to monitor teacher certifications for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resource Chief Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 HR – Human Resources at SLPS
- 4.2 SLPS – Saint Louis Public Schools
- 4.3 SAP – Information system used at SLPS
- 4.4 DESE – Department of Elementary and Secondary Education

5.0 PROCEDURE:

- 5.1 In SAP, run site rosters and view qualification screen.
- 5.2 Create a spreadsheet from the site roster including name, subject, type of certification, expiration date, and notes.
- 5.3 If the certification is current from the qualifications screen, enter it into the spread sheet. (see 5.2)
- 5.4 If it is not current, put that in the notes column on the spreadsheet along with the social security number of the person.
- 5.5 Go to the DESE web page to view certifications.
- 5.6 Enter the social security number and last name.
- 5.7 If the certificate is current, update spreadsheet and notify employee to send a copy to HR.
- 5.8 HR updates SAP when they receive the copy.
- 5.9 If the certificate is not current, HR communicates to the employee to rectify the situation.
- 5.10 Once rectified, HR receives a copy and updates SAP. If unresolved, the employee's contract is voided and they are reduced to sub status.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Site Roster Spreadsheet
- 6.2 Copies of Certificates

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Site Roster spreadsheets	e-files	1 year	Discard as desired	Password protected

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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