

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GEA-RA, GEB-RA, Negotiated Agreements
Responsible Office: Human Resources and Development

Classification of Certificates

I. PURPOSE

To publish the procedures governing the classification of certificates

II. PROCEDURES

- A. Certificates for newly employed personnel are classified first-class since scholarship, executive ability, personality, employment references, and other evidence of teaching efficiency are assessed as a part of the selection process. (See MCPS Regulations GEA-RA: *Selection and Appointment of Administrators, Supervisors, and Interns* and GEB-RA: *Recruitment, Employment, and Assignment of Certificated Teachers and Other Professional Personnel (Salary Schedule A Through D)*.)
- B. When certification renewal requirements are not met, a certificate will be rated second-class. Certificated personnel must meet all specific requirements to remove the second class designation within appropriate timelines.
- C. Employees whose certificates are rated second class will be notified in writing by the Office of Human Resources and Development.
- D. A record of the kind, grade, and class of all certificates will be maintained by the Office of Human Resources and Development.

Regulation History: Formerly Regulation No. 475-1, October 24, 1979; revised October 1, 1985; directory information updated January 1983; revised August 1988; revised April 12, 1995; revised September 1, 2005; revised November 21, 2011.