

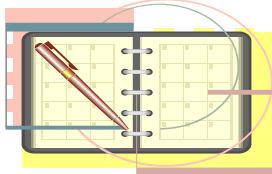
PERSONNEL OFFICE NEWSLETTER

ISSUE VIII

MARCH 2011

PLEASE POST THIS NEWSLETTER FOR YOUR TEACHERS. THANK YOU!

IMPORTANT DATES



Remaining
LPDC MEETINGS:
April 7, 2011 – materials due in
Personnel Office by 4-6
June 9, 2011 – materials due in
Personnel Office by 6-8

Remaining RESIDENT EDUCATOR/MENTOR MEETINGS:

April 13, 2011 – Resident Educators &
Mentors – in Franklin county

April 14, 2011 – Resident Educators &
Mentors – Out of Franklin County



2010-11 Fee Waiver Due Dates:

Summer Quarter 2011
Due March 31, 2011
(ODU, Mt. Vernon Nazarene Un., Ashland
Un.)

Summer Semester 2011
Due April 1, 2011
(ODU, Mt. Vernon Nazarene Un., Ashland
Un.)

Fall Quarter 2011
Due June 15, 2011
(OSU, Otterbein)

LICENSURE RENEWAL DATE:

June 1, 2011 – date all renewal paperwork
must be in the Education Personnel Office
to go to the June LPDC meeting, and be
issued before the beginning of the new
school year.



Lent begins March 9, 2011

**April 15, 2011 – date by which teachers
whose contracts are not to be renewed
must receive written notification –
Diocesan Policy #4112.11.**

Did you know?

- **BCI/FBI requirement for newly hired teachers** – results must be on file at the school, and in the Education Personnel Office or on the ODE website
 - BCI - less than 365 days old from the date of hire (signed contract)
 - FBI - less than 365 days old from the date of hire (signed contract)
 - (Renew per ODE regulations when certificate/license is renewed)

- **BCI/FBI requirement for the Ohio Department of Education for license/certificate/permit renewal (on file at the ODE)**
 - BCI – from any time in the past
 - FBI – completed less than 5 years from the date the ODE received the renewal application

- **BCI/FBI requirement for someone who has never held a license or permit and is now applying for one -** (must be on file at the ODE)
 - BCI - less than 365 days old from the date of hire
(Signed contract/letter of understanding)
 - FBI - less than 365 days old from the date of hire
(Signed contract/letter of understanding)

- Between August 1, 2010, and February 23, 2011, **324 Pupil Activity Permits** were processed by the Education Personnel Office.

- As of 2/15/11, there are **281 approved substitute teachers** on the Diocesan sub list.

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No teacher may begin the school year without a valid Ohio teaching license in the field(s) and subject area(s) in which the teacher is teaching. This includes previously hired teachers and newly hired teachers. Permission must be obtained from the Superintendent before hiring a teacher, or moving a teacher, to a grade level or subject area for which the teacher is not licensed.

PUPIL ACTIVITY PERMITS

The State of Ohio requires a Pupil Activity Permit for anyone hired or volunteering to direct, supervise, or coach any program that involves athletics and routine or regular physical activity during the season of the activity. The principal's signature on the application form is no longer acceptable. The person in our Diocese approved by the ODE to sign applications is Chuck Messerschmitt. Questions may be directed to Chuck or Dianna at 614-221-5829.

Pupil Activity Permit Requirements:

- 1) \$45 check made payable to Treasurer, State of Ohio
- 2) \$10 check made payable to the Office of Catholic Schools for processing
- 3) Verification of completion of the first aid requirement (this is different from CPR) and the choices are shown on the application
- 4) A copy of the person's *CPR card valid for the season he/she is coaching
- 5) A copy of the certificate of completion of the NFHS Fundamentals of Coaching class (This class may not be sport specific)

In addition, if the person answered "yes" to any of the legal questions on the PAP application, an explanation along with required information listed on the application, is required to accompany the application.

*4 & 5 must be kept on file in the Superintendent's Office

BCI/FBI requirements for Pupil Activity Permits:

If the person has never had any type of educator license or permit on file at the ODE,

- A BCI and an FBI report are required that were completed less than 365 days from the date the ODE receives the PAP application.

If the person has had any type of educator license or permit on file at the ODE,

- a BCI report is required from any time, and
- an FBI report is required that was completed less than 5 years from the date the ODE receives the PAP application



The link to find Teacher Applications and
Substitute Teacher Applications is
<https://www.cdeducation.org/app/search/teach-new.html>
(There is no longer an Administrator's webpage)

The electronic IPDP may be found on the teachers' webpage:
www.cdeducation.org/teachers

Please note: most of the boxes are drop-down boxes and will give choices. When the school name is clicked, the school's goal will automatically show in the appropriate box. When the position of the person completing the IPDP is clicked, the appropriate signature required will appear on the signature line.

SUBSTITUTE TEACHERS:

ALL SUBSTITUTE TEACHERS MUST BE ON THE DIOCESAN APPROVED SUBSTITUTE TEACHER LIST **BEFORE** SUBBING IN ANY SCHOOL. THIS APPLIES EVEN IF THE PERSON ONLY SUBS IN ONE SCHOOL OR IS A RETIRED DIOCESAN TEACHER.

PLEASE CHECK THE APPROVED SUB LIST BEFORE CALLING ANY SUB REGARDLESS OF THE TIME OF THE SCHOOL YEAR. NAMES ARE ADDED AS THEY ARE APPROVED THROUGHOUT THE SCHOOL YEAR UNTIL MID MAY. IF YOU DO NOT FIND A PARTICULAR NAME ON THE APPROVED SUB LIST, PLEASE ASK THE SUB TO CONTACT OUR OFFICE TO SEE WHY THEIR NAME IS NOT ON THE APPROVED LIST.

The Office of Catholic Schools does not require a short-term sub license for a person to sub a day here, a day there, but the sub must be on the Diocesan approved sub list.

Long-term sub licenses must be approved by the Superintendent of Schools, for one-year only, on a case-by-case basis, i.e. by special request of the principal only for a special circumstance when a qualified sub cannot be found.



Easter Sunday, April 24, 2011

Office of Catholic Schools
Licensure/Certification/Permit Requirements

All **supervisors, principals, and teachers** in the schools of the Diocese of Columbus must hold a valid license/certificate, recognized and accepted by the Office of Catholic Schools and the Department of Education of the State of Ohio on the first day of each school year. This license/certificate must be in the grade level(s) and subject area(s) in which the teacher is teaching.

Permission must be requested of the superintendent prior to hiring any teacher not holding a valid Ohio license in all grade level(s) and subject area(s) being taught.

In addition, **elementary religion teachers** must be active, practicing Catholics and must hold the appropriate religious education certification recognized and accepted by the Diocese of Columbus and the Office of Religious Education & Catechesis along with holding an appropriate certificate recognized and accepted by the Office of Catholic Schools and the State of Ohio.

High school religion teachers must be active, practicing Catholics and must meet the education requirements of the Diocese of Columbus and the Office of Religious Education & Catechesis along with holding an appropriate certificate (non-tax) recognized and accepted by the Office of Catholic Schools and the State of Ohio.

Anyone assisting in a classroom on a regular basis that is a paid employee (**teacher aide**) must hold a valid educational aide permit, recognized and accepted by the Office of Catholic Schools and the Department of Education of the State of Ohio on the first day of each school year.

Anyone, whether licensed or unlicensed, paid or unpaid, who directs, supervises, or coaches a school program that involves athletics, routine or regular physical activity, or health and safety considerations must hold a **pupil activity permit** recognized by the State of Ohio at the beginning of preparation for the particular activity

1/31/11

Office of Catholic Schools
Background Check Requirements

All **teachers** in the schools of the Diocese of Columbus must have on file, at the school and in the Office of the Superintendent of Schools, both BCI and FBI background check results through the Ohio Bureau of Criminal Identification and Investigation that were completed within one (1) year of the date of hire, and must attend “Protecting God’s Children.” The background checks must be repeated according to the requirements of the Ohio Department of Education and the Office of Catholic Schools for licensure renewal. If a teacher terminates service with our schools for more than one (1) year, the BCI and FBI background checks must be repeated before being re-hired.

All **paid staff** in the schools of the Diocese of Columbus must have on file both BCI and FBI background checks completed through the Ohio Bureau of Criminal Identification and Investigation that were completed within one (1) year of the date of hire and must attend “Protecting God’s Children.” The FBI check must be repeated every 5 years. If the paid staff member terminates service with our schools for more than one (1) year, the BCI and FBI background checks must be repeated before being re-hired.

All **volunteers** in the schools of the Diocese of Columbus must have on file a BCI background check (and an FBI background check if the volunteer has not lived continuously in Ohio for the last five (5) years) completed through the Ohio Bureau of Criminal Identification and Investigation that was completed within one (1) year of the beginning date of service, and must attend “Protecting God’s Children.” If the volunteer terminates service with our schools for more than eighteen (18) months, the BCI (and FBI if volunteer did not lived continuously in Ohio during that time) background check must be repeated before resuming service.

1/31/11

How to maintain teaching status in the Diocese of Columbus
Includes Five Year Professional Licenses, Permanent Certificates, and Permanent Non-tax Certificates

Please note: All certificate & licensure coursework must be completed by June 30 of the year the license/certificate expires. If coursework is completed after this date, all certificates must be renewed (by the LPDC) and all licenses must be issued (by the ODE) by the first day of the school year, or the teacher may not begin teaching.

Five Year Professional, Permanent, & Permanent Non-tax	H.S. Religion Teacher (as of 9/1/05)	H.S. Religion Teacher (prior to 9/1/05)
<p>Must complete 180 contact hours in any combination of 6 semester, 9 quarter hours or 18 CEUs. Coursework and CEUs must be related to the subject area of current teaching assignment and goals listed on approved IPDP.</p>	<p>Must complete 180 contact hours of which 90 hours (3 semester hours, 4.5 quarter hours or 9 CEUs) must be in the area of religious education and pre-approved by the Office of Religious Education and Catechesis.</p>	<p>Must complete 36 contact hours or 3.6 CEUs. All coursework/CEUs must be in the area of Theology and/or religious education.</p>
<p>Time Frame: Must renew every five years.</p>	<p>The additional 90 contact hours can be in Theology or General Education coursework or CEUs.</p>	<p>Time Frame: Renew after four years, and move to the five year renewal to include 180 contact hours.</p>
<p>IPDP: Must have a copy of current IPDP on file in the Diocesan Personnel Office.</p>	<p>Time Frame: Must renew every five years.</p>	<p>IPDP: Must have a copy of current IPDP on file in the Diocesan Personnel Office.</p>
<p>Renewal Process: Send proof of coursework/CEUs along with signed verification form (page three of the LPDC forms), plus processing fee to the LPDC for review and approval.</p>	<p>IPDP: Must have a copy of current IPDP on file in the Diocesan Personnel Office.</p>	<p>Renewal Process: Send proof of coursework/CEUs to the LPDC who will approve and send to the ORE.</p>
<p>After review and approval, the LPDC will issue a renewal approval form, and a new IPDP is to be developed for the next five years.</p>	<p>Renewal Process: Send proof of coursework/CEUs to LPDC who will review/approve and send to the Office of Religious Ed.</p>	<p>Office of Religious Education will issue renewal certificate.</p>
<p>Cost for renewal processing by the OCS for state accreditation</p>	<p>Office of Religious Education will issue renewal certificate.</p>	<p>New IPDP is to be developed for the next five years and submitted to the LPDC.</p>
<p>*See renewal fee schedule below.</p>	<p>New IPDP is to be developed for the next five years and submitted to the LPDC.</p>	<p>*See renewal fee schedule below.</p>

***Renewal fee scheduling beginning in January 2007:**
2007 Office of Catholic Schools Processing fee will be \$10.00
2008 Office of Catholic Schools Processing fee will be \$20.00
2009 Office of Catholic Schools Processing fee will be \$30.00
2010 Office of Catholic Schools Processing fee will be \$40.00
2011 Office of Catholic Schools Processing fee will be \$50.00