

Continuing Contract Requirements and Instructions

Provided below are the basic requirements and instructions relative to the continuing contract process:

Basic Requirements:

1. The employee must hold a professional, permanent or life certificate or a Five-Year Professional license.
2. An employee holding a professional educator's license must fulfill one of the following:
 - a. If the employee did not hold a master's degree at the time the State initially awarded the teaching certificate or educator's license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license must be completed.
 - b. If the employee held a master's degree at the time the State initially awarded the teaching certificate or educator's license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license must be completed.
3. The service requirement mandates that to obtain continuing contract status, the employee must have taught within the District for at least three out of the last five school years. For those employees who had continuing contract status in another school district, the teacher needs only two years of service in the Cleveland Metropolitan School District (CMSD) unless the CEO determines that a shorter time period is acceptable.

Please be advised that employees converting from a provisional certificate to a license may do so prior to the year of expiration of the current certificate. A Five-Year Professional License will be issued at the time of the conversion.

Also be advised that in order to meet the licensure requirement, **the issue date of the Five-Year Professional License** of employees converting from a provisional certificate **must be no later than March 2, 2009**. Please contact the following specialist regarding the conversion and/or renewal process:

Portia Moon – (216) 574-8692
Email: portia.moon@cmsdnet.net

You must include with the Continuing Contract Request Form a copy of the appropriate certificate/license and **all transcripts (sealed)** to verify the completed coursework. Do NOT have transcripts sent directly to CMSD. The Employee ID number is the same as the Sub access ID number.

COPIES OF CERTIFICATES, LICENSES AND TRANSCRIPT(S) WILL NOT BE RETRIEVED FROM THE EMPLOYEE FILE. THE APPROPRIATE DOCUMENTATION MUST BE ATTACHED TO THE FORM.

It is the sole responsibility of the employee to return the signed form for processing. Mail the completed form and required documentation to: Cleveland Metropolitan School District, ATTN: Human Resources, Room 500N, 1380 East 6th Street, Cleveland, OH 44114.

THE FORM MUST BE RETURNED NO LATER THAN 4:30 P.M., MONDAY, MARCH 2, 2009

*The primary goal of the Cleveland Metropolitan School District is to become
a premier school district in the United States of America*

CLEVELAND METROPOLITAN SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

CONTINUING CONTRACT REQUEST FORM
2009-2010 SCHOOL YEAR

Please Print:

Employee SS#: XXX-XX-_____ Employee ID #: _____

Last Name: _____ First Name: _____

Worksite: _____ Job Title: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone/Other: _____

I previously held a continuing contract in another District and I have worked for the Cleveland Metropolitan School District (CMSD) for at least two complete school years:

YES

NO

Signature of Employee

Date

You must include with this form a copy of the appropriate certificate/license and all transcripts (sealed) to verify completed coursework. Please do not have transcripts sent directly to CMSD. Guidelines regarding the continuing contract process are provided via the Continuing Contract Requirements and Instructions sheet.

**THIS FORM MUST BE RETURNED TO HUMAN RESOURCES
NO LATER THAN 4:30 P.M., MONDAY, MARCH 2, 2009.**

Mail the completed form and required documentation to:

Cleveland Metropolitan School District
Human Resources Department, Room 500N
1380 East Sixth Street
Cleveland, Ohio 44114

NOTE: CERTIFICATES, LICENSES AND TRANSCRIPT(S) WILL NOT BE RETRIEVED FROM THE EMPLOYEE FILE. THE APPROPRIATE DOCUMENTATION MUST BE ATTACHED TO THIS FORM.

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