

## 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 1, 2010**. Please contact the following specialist regarding the conversion and/or renewal process:

Portia Moon – (216) 574-8692  
Email: [portia.moon@cmsdnet.net](mailto: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 6<sup>th</sup> Street, Cleveland, OH 44114.

**THIS FORM AND ALL ATTACHED DOCUMENTS MUST BE RETURNED NO LATER THAN 4:30 P.M., MONDAY, MARCH 1, 2010**

*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**  
**2010-2011 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 1, 2010.**

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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