



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635**

Human Resources Regional Service Center

08-HRC-003

Date: May 2, 2008

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM**

SUBJECT: DoDEA Certification Review Board

- References: (a) Department of Defense Education Activity Policy Memorandum, "DoDEA Certification Review Board," August 19, 2005 (hereby canceled)
- (b) Department of Defense Education Activity Regulation 5000.9, "Educator Licensure Program," June 25, 2003, as amended

It is the policy of the Department of Defense Education Activity (DoDEA) to institute a certification appeals procedure to allow professional educators employed by DoDEA to appeal certification determinations made by the DoDEA Human Resources Regional Service Center (HRRSC) Licensure Unit. As part of this procedure, a Certification Review Board (CRB) will be established to review and make recommendations to the final appeal authority for DoDEA regarding professional educator certification.

The CRB will consist of five voting members from the DoDEA Education Directorate and one non-voting member from the DoDEA HRRSC Licensure Unit. CRB members will be appointed by the Associate Director for Education (ADE), DoDEA, and are subject to change without prior notice. Members will serve a 1-year term and meet at the request of the ADE, DoDEA. The CRB will meet, as needed, to review appeal requests. A minimum of three CRB voting members must attend the meeting either in person or through conference call or a video teleconference. The CRB recommendation to approve or deny a certification appeal will be made by majority vote. The Associate Director for Education, DoDEA, will serve as the Chairperson of the CRB and serve as the final authority in the appeals process.

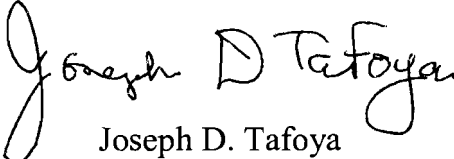
To initiate an appeal, the professional educator will submit the following information to the CRB through the HRRSC, Licensure Unit: (1) a memorandum to the Chief, Licensure Unit requesting reevaluation by the CRB, (2) official or certified copies of all transcripts, (3) course purpose of each course taken, and (4) valid "professional"

teaching certificate(s) and/or endorsement(s). If copies of transcripts are submitted, each transcript must be “Certified to be a True Copy,” and signed by the school administrator. Both front and back of all transcripts will be required.

All certification requests submitted for appeal will be reevaluated by the DoDEA HRRSC Licensure Unit Chief. If the certification review results in a reversal of the initial determination, the certification will be issued. If the certification review results in a decision to sustain the initial determination, a package will be prepared and forwarded to the CRB for consideration. The Licensure Unit Chief will complete Part I of DoDEA Form 5000.9-F1, April 2008, “DoDEA Certification Review Board Certification Appeal Decision Sheet” (Attachment 1). The CRB will review the appeal request. Each board member will make a recommendation to approve or deny the appeal on DoDEA Form 5000.9-F2, April 2008, “DoDEA Certification Review Board Certification Appeal Evaluation Sheet,” (Attachment 2). The recommendation will be based upon meeting the criteria listed in Attachment 2. The CRB Chairperson will record the recommendation of the CRB on Part II of Attachment 1 and issue the final decision to approve or deny the certification appeal and sign the decision at Part III of Attachment 1.

Once the final decision is issued, the CRB appeal case file (including all supporting documentation) will be returned to the Licensure Unit for retention and, if applicable, implementation. If an appeal is approved, the requested certification will be issued. The effective date of the new certification will be the date of the appeal decision and will not be retroactive. The Licensure Unit Chief will notify the employee of all final decisions in writing.

The provisions of this policy will be included in the next reissuance of DoDEA Regulation 5000.9, “Educator Licensure Program.” Questions concerning this policy should be directed to the DoDEA, HRRSC, Licensure Unit at (703) 588-3904.


Joseph D. Tafoya
Director

Attachments:
As stated

**Department of Defense Education Activity
Certification Review Board
Certification Appeal Decision Sheet**

**Part 1 – To be completed by the Human Resources Regional Service Center,
Licensure Unit:**

Employee Name: _____

Official Position and Location: _____

Current Certification(s): _____

Requested Certification(s): _____

Reason(s) for disapproval of certification: _____

Chief, Licensure Unit _____ Date _____

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Part II – To be completed by the Certification Review Board Chairperson:

Certification Review Board Recommendation:

Appeal Should Be Approved _____ Appeal Should Be Denied _____

Reason for approval/disapproval of certification: _____

Chairperson, Certification Review Board _____ Date _____

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Part III – To be completed by the Associate Director for Education, DoDEA:

Agency Decision:

Appeal Approved _____ Appeal Denied _____

Associate Director for Education, DoDEA _____ Date _____

**Department of Defense Education Activity
Certification Review Board
Certification Appeal Evaluation Sheet**

Employee Name: _____

Official Position and Location: _____

If the employee meets the criteria, place an "X" on the applicable blank line.

_____ 1. The employee meets the minimum qualification standards, as stated on the Employment page of the Human Resources home page of the DoDEA Web site at www.dodea.edu.

_____ 2. The employee has satisfied the PRAXIS testing requirement, as stated on the Employment page of the Human Resources home page of the DoDEA Web site at www.dodea.edu.

3. Type of License Currently Issued:

_____ a. Educator Professional License. DoDEA has issued a Professional License to an educator who has met the qualification standard requirements and who has successfully completed 2 years in a professional educator position with DoDEA.

_____ b. Educator Provisional License. DoDEA has issued a Provisional License to a newly hired educator who does not meet the requirements for the Professional License, but has a valid state "professional" teaching certificate or has completed an accredited teacher preparation program.

_____ c. Educator Emergency License. DoDEA has issued an Educator Emergency License to an educator who lacks the qualifications to be issued a Professional or Provisional License, but is required to support unique staffing needs.

For an employee's appeal to be approved, the evaluation criteria must be met. It is my determination that the employee's appeal _____ **SHOULD** _____ **SHOULD NOT** be approved. I understand that my recommendation will be considered along with the recommendations of other board members, and that the Associate Director for Education, DoDEA will make the final decision.

Board Member

Date