
positions in the Department must be from accredited colleges of universities of the United States, its territories and possessions.

College credits or degrees from foreign institutions of higher learning or unaccredited American institutions of higher learning may be applied toward meeting certification or other employment requirements contingent upon said college credits or degrees having been determined as equivalent or as having met minimum academic standards for certification by a State Educational Agency or Regional Accreditation Association of the United States.

- (3) The classification of teachers and other professional employees of the Department is dependent upon education, the amount and type of satisfactory professional training, and professional work experience.
- (4) Credit for Teaching Experience - Each year of creditable teaching experience must be at least seventy-five percent (75%) of full time teaching of the duty year period being claimed, up to a maximum of six (6) years. Proof of previous full time teaching experience claimed must be provided before any credit is given.

904.701 RECLASSIFICATION OF TEACHERS

Whenever a teacher, who is employed on a school year basis, obtains additional training which qualifies him for a higher pay grade in one of the teacher classifications, an adjustment shall be made in the teacher's classification and salary, subject to the following conditions:

- (1) Reclassification shall be independent of the teacher's salary increment.
- (2) Reclassification shall be made effective only at the beginning of each school semester. The beginning of each semester shall be as specified in the official school calendar.
- (3) The teacher must apply for reclassification. The application must be supported by an official transcript of college credits,

and must be filed no later than November 1 for the first semester and April 1 for the second semester.

- (4) Where a reclassification is delayed beyond its proper effective date solely through an administrative error or delay, the reclassification shall be made effective retroactive to the date it was properly due.
- (5) Failure on the part of the teacher to file application for reclassification as provided for under Section, shall result in the reclassification being made effective the beginning of the subsequent semester in which the application is filed, and shall not be retroactive to the date it was due had the teacher complied with Section 904.701(3).

904.702 ADDITIONAL TYPES OF APPOINTMENTS FOR CERTIFICATED PERSONNEL

- (1) Certificated personnel, for purposes of these appointments, are either emergency-certified or fully-certified for the position.
 - (a) Full certification- is a certification according to standards adopted by the Board for the position.
 - (b) Emergency certification is temporary certification, in a particular professional area, of a person who has basic capabilities to teach in the emergency-certified area. Emergency certification can only be used for a particular area when there is no person on the eligibility list who meets the certification requirements for a vacant position.
- (2) Short-term appointments - A short-term appointment may be made for a permanent position requiring certification when the services of the applicant are needed only for a specific period of time. Such appointment may be terminated at any time without cause and without advance notice. Short-term appointments are of two (2) types:
 - (a) Regular - This is a short-term appointment of a person