



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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**JON J. P. FERNANDEZ**  
Superintendent of Education

## STANDARD OPERATING PROCEDURES

SOP#: 800-012

**SUBJECT:** Educator Certification

**INQUIRIES:** Human Resources Division

**I. REFERENCES:** Board Policy 1000.131 (Requirement to Hold Certificate)  
Guam Public Law 31-50  
Guam Public Law 28-45  
Guam Commission for Educators (GCEC) certification table for all educators  
Guam Department of Education Rules and Regulations Chapter 14 (Adverse Action Procedures).

**II. APPLICABILITY:** This Standard Operating Procedure (SOP) applies to all Guam Department of Education (GDOE) employees holding a valid educator certification.

**III. PURPOSE:** The purpose of this SOP is to establish the procedures, roles, responsibilities and guidelines related to an educator certification so that GDOE will be in compliance with Public Law 28-45, Every Child is Entitled to an Adequate Public Education Act.

**IV. GENERAL DEFINITION:**

- A. **Certified** means that a person holds at least the first level of professional certificate issued in accordance with standards at least as stringent as those in place on the day this Section is effective, for the position he or she holds. (Public Law 28-45)
- B. **Certification** is a license qualifying the recipient to practice as a professional educator on Guam. (Public Law 31-50)
- C. **Educator** is a teacher, administrator or a support professional required by the Commission to hold a certificate. (Public Law 31-50)

- D. **Adequate Public Educational System** means a system of public schools that provides an adequate public education to public school students. (Public Law 28-45)
- E. **Adequate Public Education** means public schools which at the minimum provide: (Public Law 28-45)
- a. Certified teachers
  - b. Certified professional administrators
  - c. Certified guidance counselors
  - d. Certified school health counselors

**V. PROCEDURES:** This SOP will apply to the issuance of reminder notices and progressive disciplinary letters for those holding an educator certification from sixty (60) days prior to the expired date until employee submits an updated certification or disciplinary action is taken.

**I. ROLES AND RESPONSIBILITIES:**

- **Step 1 – Employee**  
Responsible for ensuring and maintaining a valid educator certification at all times. The first notice is the employee's certification, which has an expiration date when issued from the Guam Commission for Educator Certification (GCEC). In addition, a pulse alert is sent out to employees sixty (60) days prior to their certification expiration date.
- **Step 2 – Human Resources Staff**  
Prepares and issues a Certificate Expiration Reminder Notice sixty (60) days prior to an employee's expiration date of their current certification.
- **Step 3 – Human Resources Staff**  
Is responsible for receiving, entering and scanning the employee's valid certification into the MUNIS system, and filing the certification in the employee's personnel file.
- **Step 4 – Human Resources Staff**  
If the employee's certification expired and a renewal was not submitted by the end of the expiration month, the Human Resources Staff will prepare the disciplinary action.
  - A. A letter of Requirement is issued with a one (1) month deadline.
  - B. If the employee fails to meet the one (1) month deadline, a letter of Warning is prepared with a deadline of 5/31/20XX or 12/31/20XX.
  - C. If the employee fails to meet the Warning deadline, a letter of Reprimand is prepared with a deadline of 5/31/20XX or 12/31/20XX.

➤ **Note:** The dates mentioned in the above B and C statements provides an opportunity for the individual to obtain the necessary course requirements at an institution of a higher learning. An example would be the University of Guam and the Guam Community College.

- **Step 5 – Personnel Services Administrator**  
Is responsible for the review of employee letters (Reminders / Requirement / Warning / Reprimand) and acknowledge before submitting to the Superintendent of Education.
- **Step 6 – Superintendent of Education**  
Reviews and signs the letters of Reminders, Requirement, Warning and Reprimand, and returns to Human Resources Division.
- **Step 7 – Human Resources Staff**  
Is responsible for distributing the signed letters from the Superintendent of Education immediately due to time sensitive deadlines. The Human Resources staff communicates with the employee to pick up their original letter. The employee's administrators are included in the communications (emails and copies of employee's letters) so that they are aware of the employee's expired certification.
- **Step 8 – Human Resources Staff**  
If the employee does not meet the Reprimand deadline, all copies of previous communications (reminder, letter of Requirement, letter of Warning, letter of Reprimand, etc.) will be transmitted to the Employee Management Relations Officer (EMRO) immediately for further disciplinary action in accordance with all governing rules and applicable laws.

#### **VI. WORKFLOWS**

Employee submits a renewal Educator Certification

Employee → Human Resources Staff → MUNIS System → Employee Personnel File

Employee did not submit a renewal Educator Certification

Human Resources Staff → Personnel Services Administrator (PSA) → Superintendent of Education → Human Resources Staff → Employee Management Relations Officer (EMRO)

#### **VII. INTERNAL CONTROLS:**

- Employee submits a renewal Educator Certification.
- Human Resources Staff enters and scans the Educator Certification into the MUNIS system and files it to the employee's personnel file.
- Human Resources Staff keeps track of all the expired certification and prepares disciplinary action letters (Requirement, Warning and Reprimand).
- Personnel Services Administrator (PSA) reviews and acknowledges letters before submitting to the Superintendent of Education.
- All communications (Reminder, Warning, Requirement, Reprimand, etc.) will be submitted to the Employee Management Relations Officer (EMRO) if the Reprimand deadline was not met for further disciplinary action.

**VIII. TRAINING:** Human Resources Division is responsible for the training.

**IX. REPORTS:** Human Resources Division is responsible for keeping track of all educator certification.

**X. PENALTY:** Failure to adhere to this SOP may result in disciplinary action in accordance with the GDOE Personnel Rules & Regulations.

**XI. EFFECTIVE DATE:** Upon date of approval and signature, unless otherwise noted.

**XII. CHANGE(S):** This SOP should be reviewed periodically (once a year at a minimum) to determine if changes are required and if so, a revised SOP should be created to reflect those changes and signed off by all authorized personnel.

Where there may be conflict in rule, governing law supersedes. Changes to these procedures shall be effectuated by the Superintendent of Education or his/her designee.

**APPROVED BY:**



Antonette Muña Santos  
Personnel Services Administrator



Date



Taling M. Taitano  
Deputy Superintendent of Finance and  
Administrative Services



Date



JON J. P. FERNANDEZ  
Superintendent of Education



Date



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**JON J. P. FERNANDEZ**  
Superintendent of Education

## CERTIFICATE EXPIRATION REMINDER NOTICE

August 10, 2015

Ms. Jane Doe  
C/o Ordot Chalan Pago Elementary School  
500 Mariner Avenue  
Barrigada, Guam 96913

Dear Ms. Doe,

*Buenas!* This letter is to advise you that the following certificate(s) will be expiring soon. Please see the information below:

Certification Type	Subject Area	Cert. No.	Issue Date	Expiration Date
PROFESSIONAL EDUCATOR	ELEMENTARY EDUCATION K-5	123456	11/28/2010	11/29/2015
PROFESSIONAL EDUCATOR	EARLY CHILDHOOD PRE K-2	123456	11/28/2010	11/29/2015

Public Law 28-45, the *Every Child is Entitled to an Adequate Public Education* Act defines *certified* to mean that, "... a person holds at least the first level of professional certificate issued in accordance with standards at least as stringent as those in place on the day this Section is effective, for the position he or she holds."

Please contact the Guam Commission for Educator Certification office at 735-2554 to inquire about what requirements you are lacking in order to renew your teaching certificate.

If our records do not accurately reflect your current status or should you have any questions regarding this matter, you may contact Ms. Katherina Perez, Personnel Specialist, at 300-1608.

*Senseramente,*

**JON J.P. FERNANDEZ**  
Superintendent of Education

Cc: Personnel Services Administrator  
Teacher Recruitment Section



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**JON J. P. FERNANDEZ**  
Superintendent of Education

November 30, 2015

Ms. Jane Doe  
C/o Ordot Chalan Pago Elementary School  
500 Mariner Avenue  
Barrigada, Guam 96913

## Letter of Requirement

Dear Ms. Doe,

On August 10, 2015 a reminder notice informed you that your **PROFESSIONAL EDUCATOR – EARLY CHILDHOOD PRE K-2 & ELEMENTARY K-5** certificate will expire on **November 29, 2015** and that to date, you have not submitted an updated certificate to the Human Resources Division. Therefore, this letter is to inform you that as an educator of the Department of Education you are required to maintain a valid professional certificate.

Public Law 28-45, the *Every Child is Entitled to an Adequate Public Education Act* defines *certified* to mean that, "... a person holds at least the first level of professional certificate issued in accordance with standards at least as stringent as those in place on the day this Section is effective, for the position he or she holds."

Effective public service is grounded on public trust. As a teacher of the Guam Department of Education you are a role model for our students and hold a position of professional status. It is therefore imperative that you maintain the requirements of a certified educator.

You must submit your valid certificate by **December 31, 2015** to the Human Resources Division. Failure to submit your valid certificate by this date may result in further disciplinary action in accordance with governing rules and regulations, board policy and law.

Please contact the Guam Commission for Educator Certification at 735-2554 to inquire how they may be able to assist you in updating your certification. Should you have any questions regarding this letter please contact Katherina Perez, Personnel Specialist, at 300-1608.

*Senseramente,*

**JON J.P. FERNANDEZ**  
Superintendent of Education

Cc: School Principal, Ordot Chalan Pago Elementary  
Personnel Services Administrator

*Sample Requirement Letter*



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**JON J. P. FERNANDEZ**  
Superintendent of Education

December 31, 2015

Ms. Jane Doe  
C/o Ordot Chalan Pago Elementary School  
500 Mariner Avenue  
Barrigada, Guam 96913

Letter of Warning

Dear Ms. Doe,

On August 10, 2015 a reminder notice informed you that your **PROFESSIONAL EDUCATOR – EARLY CHILDHOOD PRE K-2 & ELEMENTARY K-5** certificate will expire on **November 29, 2015**. My previous letter informed you that your certificate expired and that you are required to submit a valid certificate to the Human Resources Division by December 31, 2015. I have been informed by the Human Resources Division that to date, you have not submitted an updated certificate. Therefore, this letter serves as a warning for failure to provide a valid professional certificate.

Public Law 28-45, the *Every Child is Entitled to an Adequate Public Education Act* defines *certified* to mean that, "... a person holds at least the first level of professional certificate issued in accordance with standards at least as stringent as those in place on the day this Section is effective, for the position he or she holds."

Effective public service is grounded on public trust. As a teacher of the Guam Department of Education you are a role model for our students and hold a position of professional status. It is therefore imperative that you maintain the requirements of a certified educator.

You must submit your valid certificate by **May 31, 2016** to the Human Resources Division. Failure to submit your valid certificate by this date may result in further disciplinary action in accordance with governing rules and regulations, board policy and law.

Please contact the Guam Commission for Educator Certification at 735-2554 to inquire how they may be able to assist you in updating your certification. Should you have any questions regarding this letter please contact Katherina Perez, Personnel Specialist, at 300-1608.

*Senseramente,*

**JON J.P. FERNANDEZ**  
Superintendent of Education

Cc: School Principal, Ordot Chalan Pago Elementary  
Personnel Services Administrator  
Employee File

*Sample Warning Letter*



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**JON J. P. FERNANDEZ**  
Superintendent of Education

June 1, 2016

Ms. Jane Doe  
C/o Ordot Chalan Pago Elementary School  
500 Mariner Avenue  
Barrigada, Guam 96913

Letter of Reprimand

Dear Ms. Doe,

This letter serves as a reprimand for your failure to provide a valid professional teaching certificate. I have previously sent letters to you with multiple deadlines to submit the first level of professional certification. My last letter dated December 31, 2015 gave you another opportunity to submit the required valid certification with the deadline of May 31, 2016. I have been informed by the Human Resources Division that to date, you have not submitted an updated certificate.

You must submit your valid teaching certificate by **December 31, 2016** to the Human Resources Division and have it stamped received by their office on or before 5:00 p.m. Failure to submit your teaching certificate by this date will result in further disciplinary action, which may include but not limited to, a change in your employment status and/or demotion of classification and pay.

Effective public service is grounded on public trust. As a teacher of the Guam Department of Education you are a role model for our students and hold a position of professional status. It is therefore imperative that you maintain the requirements of a certified educator as mandated by P.L. 28-45.

Please contact the Guam Commission for Educator Certification at 735-2554 to inquire how they may be able to assist you in updating your certification. Should you have any questions regarding this letter please contact Katherina Perez, Personnel Specialist, at 300-1608.

*Senseramente,*

JON J.P. FERNANDEZ  
Superintendent of Education

Cc: School Principal, Ordot Chalan Pago Elementary  
Personnel Services Administrator  
Employee File

*Sample Reprimand Letter*