



California Public Charter Schools | 93% Graduation Rate 2022 | www.methodschools.org | 866-Method-8

Board Policy 4170

Teacher Credential Requirements

All applicants for instructional positions at Method Schools must provide proof of valid California teaching credential by the time of hire and are expected to maintain certification for the duration of employment. It is the responsibility of the employee to complete all renewal requirements well in advance of the credential expiration date, as CTC processing times cannot be guaranteed.

Six months prior to credential expiration, Method Human Resources will contact the employee and arrange a meeting with his/her supervisor and an HR representative to ensure the renewal process is underway. If materials have not been submitted to CTC at this point, a plan for completion to include monthly meetings with the supervisor and HR representative, and a deadline for completion one month prior to expiration will be established. Active credential status must be confirmed on the CTC website. Failure to renew credential by the deadline may result in employee being placed on unpaid leave.