



## Arizona State Board for Charter Schools Information pertaining to Teacher Compliance and Guidance

Charter Leaders,

ASBCS staff is aware of your efforts to hire and retain the best teachers possible. To support your compliance with state law, here is additional guidance pertaining to teacher certification.

### **Hiring and Ongoing Review Procedures**

Pursuant to A.R.S. § 15-183(C)(5), “[a] **charter school shall not employ a teacher whose certificate has been surrendered or revoked**, unless the teacher's certificate has been subsequently reinstated by the state board of education.”

During the hiring process, HR personnel should search both the Arizona Department of Education’s Online Arizona Certification Information System (OACIS) and Common Logon for all new hires. This search should occur even if you do not require teachers to be certificated and/or the person indicated they were not certificated. Any member of the public can input a name or educator ID into [OACIS](#) and find a person’s certifications and disciplinary history. Common Logon will inform you of whether a person is currently under investigation by the State of Arizona. If you do not have access to Common Logon, [click here](#) for additional instructions.

Having a valid FCC does not mean that an individual has not been disciplined or arrested for an offense. Charter holders are responsible for completing their due diligence on all potential employees before hire.

**Because a person’s certification status may be updated throughout the year and after a person is hired, please ensure HR personnel is checking these systems periodically.**

### **Ensure Compliance with Statutory Reporting Requirements**

Pursuant to A.R.S. § 15-514 (A), a report must be filed with the Arizona Department of Education as soon as is reasonably practicable but no more than three business days after a certificated person is suspected or alleged to have engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. § 13-3620.

Additionally, pursuant to A.R.S. § 15-514 (B) “[. . .] the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred **shall report the conduct to the department of education.**”

### **Contact the State Board of Education for More Information**

If schools find that a current or prospective employee has had action taken against their certificate, contact the State Board of Education at [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov) or at (602) 542-5057 for additional guidance and information.

### **Non-Compliance**

It should be noted that in October 2014, the Board adopted its Operational Performance Framework., which uses information from a variety of sources to evaluate a charter holder's operational performance. **If a charter fails to follow state law, the issue of non-compliance will be noted on the charter holder's operational performance dashboard.**

*The material contained in this document is for informational purposes only. The information is not intended to be and should not be considered legal advice. Charter schools should consult their own legal counsel for further information and advice.*