



## Administrative Regulation 4112.1 Certification (Licensure) Information Required

**Responsible Office:** Office of Human Resources

### **REGULATION**

1. The following documents must be on file in Human Resources for each certificated (licensed) employee before the employee begins his or her employment with the school district and before the beginning of each school year:
  - a. A valid certificate (license).
  - b. A valid contract.
  - c. Transcripts for college or university credits.
  - d. Teacher duty assignment.
  - e. Withholding Tax Form W-4.
  - f. Personnel record (Nevada State Retirement Board Form), if eligible.
  - g. Racial/Ethnic card.
  - h. Fingerprint card.
  - i. Employment Eligibility Verification (Form I-9).
  - j. Such other forms as may be required.

### **IMPLEMENTATION GUIDELINES**

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
  - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4112.1, Certification.
3. This Administrative Regulation complies with the Collective Bargaining Agreements between the District and the employee associations.

**REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
5/28/1968		
7/1/1976		
5/23/1978		
10/27/1992		