

KUMISION SETTEFIKASION PARA I MANMANIDUKA GUAM COMMISSION FOR EDUCATOR CERTIFICATION

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MEMORANDUM

31-11-218

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2011 FEB 21 AM 7:57

TO: Senator Judith Won Pat
Speaker

FROM: Roberta M. Abaday
Chairperson, GCEC

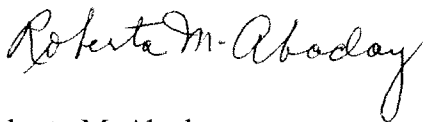
RE: GCEC Proposed Rules and Regulations

Enclosed are the proposed Rules and Regulations for the Guam Commission for Educator Certification.

The Guam Commission for Educator Certification has followed the adjudication process. The proposed rules and regulations have been carefully reviewed by the commission members and advisory committees before changes were made. It has been available on the GCEC website and at the GCEC office for review. A public hearing was held on December 22, 2010 as required by law and a copy of the transcript is available.

The Commission has worked diligently over the last year to compile and revise all the rules dealing with certification. It is our hope to continue our work with the rules for ethics.

Thank you for your continued support of our efforts in the certification of our island educators.



Roberta M. Abaday
Chairperson, GCEC

Proposed Rules and Regulations of the Guam Commission for Educator Certification – 2010

This preliminary document is submitted for consideration of adoption by the Guam Commission for Educator Certification for purposes of Public Law 29-73 and in accordance with the Administrative Adjudication Law.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

Table of Contents

GCEC Rule 100. Introduction	2
GCEC Rule 101. Definitions	2
GCEC Rule 102. Organization and Function of the Commission	4
GCEC Rule 103. Issuance of Certificates, General	9
GCEC Rule 104. Certificates for Teachers, General	12
GCEC Rule 105. Certificates for Chamoru Language and Culture Teachers	15
GCEC Rule 106. Certificates for Headstart Teachers	16
GCEC Rule 107. Certificates for Career and Technical Education Teachers	17
GCEC Rule 108. Certificates for Reading Specialists	18
GCEC Rule 109. Certificates for School Administrators	19
GCEC Rule 110. Endorsements for School Librarians	20
GCEC Rule 111. Certificates for School Counselors	21
GCEC Rule 112. Extension on Certification	23
GCEC Rule 113. Fees	25
GCEC Rule 114. Disciplinary Action	27
GCEC Rule 115. Code of Ethics	28
GCEC Rule 116. Reinstatement of Certification After Suspension	31
GCEC Rule 117. Severability	31
GCEC Rule 118. Adoption and Amendment of Rules	31

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

GCEC Rule 100. Introduction

(a) **Purpose.** The purpose of adopting rules of procedure is to ensure the proper performance of the duties of the Guam Commission for Educator Certification (hereinafter known as the Commission or GCEC) by the regulation of procedures, meetings, records, and conduct thereof.

(b) **Requirements for Adoption.** The adopted rules of procedure must be consistent with the Organic Act and Laws of Guam. The rules must be promulgated and approved by the Commission and they must be adopted in accordance with the Administrative Adjudication Law.

(c) **Authority of Rules.** Rules of procedure adopted by the Commission shall be binding upon persons issued certificates under Public Law 29-73.

GCEC Rule 101. Definitions

(a) The following definitions and terms, when used in these rules and regulations shall have the following meanings unless the context clearly indicates otherwise:

(1) “**Accredited Institution**” means a United States regionally accredited college or university or a foreign equivalent.

(2) “**Acceptable Grades for Credit**” means grades in courses to earn acceptable credit must be passing grades in accordance with the institution where the courses were taken.

(3) “**GPA**” refers to the acceptable Grade Point Average.

(4) “**Administrator**” means an educator whose primary duties involve: (i) program development or (ii) supervision or internal management of a school, school program, or school system.

(5) “**Approved Program**” means a program for preparation of professional educators, which is offered through an accredited institution and has been approved by the commission for professional educator certification in which the program is provided and includes a supervised student teaching/internship field experience.

(6) “**CACREP**” (Council for Accreditation of Counseling and Related Education Programs) is an accrediting body for counseling and related programs.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(7) **“Certification”** is a license qualifying the recipient to practice as a professional educator on Guam.

(8) **“Clock Hours”** means actual time spent in professional development.

(9) **“Commission”** means the Guam Commission on Educator Certification as established under Public Law 29-73.

(10) **“Course”** means an instructional unit that has 1 or more academic credits.

(11) **“Continuing Education Unit”** is a non-credit unit used by regionally accredited post-secondary institutions that are members of the International Association for Continuing Education and Training (IACET). Ten (10) contact hours is equivalent to 1 CEU. The CEU credit cannot be used for degree credit requirements. For re-certification purposes, 3 CEU credits will equal to 1 semester credit.

(12) **“Credential”** refers to the documents that constitute evidence of training, licensure, experience, and expertise of a practitioner.

(13) **“Educator”** is a teacher, administrator, or support professional required by the Commission to hold a certificate.

(14) **“Endorsement”** is a recognition of qualifications in a specialized field as indicated on the certificate.

(15) **“Evaluation”** indicates the most recent professional evaluation supplied by a supervisor.

(16) **“Executive Director”** refers to the Executive Director of the Office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

(17) **“Guam Certification Office”** means the administrative office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

(18) **“IRA”** means the International Reading Association.

(19) **“Mentorship”** refers to a program that provides peer guidance to new educator or administrator and is approved by Guam Department of Education or an accredited institution.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(20) **“NCATE”** is the National Council for Accreditation of Teacher Education. It is one of the U.S. accrediting bodies for teacher education colleges and institutions.

(21) **“NASDTEC Interstate Agreement”** means the contract sponsored by the National Association of State Directors of Teacher Education and Certification (NASDTEC) concerning reciprocal licensing of educational personnel among participating jurisdictions.

(22) **“Praxis I”** means the pre-professional skills test that measures basic academic skills in reading, writing, and mathematics from Educational Testing Service.

(23) **“Praxis II”** means a subject assessment from Educational Testing Service of knowledge in a specialty or content area.

(24) **“Praxis II PLT”** means an assessment of pedagogy (Principles of Learning and Teaching) from Educational Testing Service.

(25) **“Professional Activities”** refer to a variety of activities which meet a goal for educator improvement and professional growth, and may include college and university credits, attending or presenting workshops, seminars, conferences, action research, curriculum development, work experience, district or school committee work, advisorships, mentoring, presentations at conferences, publications, or work on special projects.

(26) **“Professional Growth Plan” (PGP)** is the component of the evaluation program completed by the educator and approved by the site administrator. It is based on the educator performance standards, and professional activities and/or courses to fulfill the identified standards in the candidate’s school/district. The Guam PGP information can be located at the websites for GCEC and the Guam Department of Education.

(27) **“Year of Experience”** refers to acceptable determination for teacher or administrator length of service as per respective employment agreement.

GCEC Rule 102. Organization and Function of the Commission

(a) Composition and Function of the Commission. The composition, duties, functions, powers and responsibilities of the Guam Commission for Educator Certification (the "Commission") shall generally be as provided and authorized in 17 GCA Chapter 27.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(b) Ex-Officio Members. The ex-officio members of the Commission shall be those identified in 17 GCA § 27003. Ex-officio members shall not vote in the proceedings of the Commission, but may introduce and discuss motions in public meetings of the Commission.

(c) Officers of the Commission. The officers of the Commission, elected by the voting members, shall be a Chairperson, Vice-Chairperson, and a Treasurer. The Executive Director shall serve as the Executive Secretary in accordance with 17 GCA §27019. Each officer shall have duties, functions, powers and responsibilities:

- (1) As prescribed for such office by law;
- (2) Which by general consent and parliamentary custom pertain to such office, consistent with the law; and
- (3) As are consistent with the foregoing and which, in addition, the Commission may prescribe.

(d) Election and Term of the Chairperson of the Commission. The Chairperson shall be that person so designated as the presiding officer for a term of (2) two years, in accordance with Title 17 GCA §27005. The Chairperson shall be elected from among the voting members of the Commission.

(e) Election and Term of Other Officers of the Commission. The Vice-Chairperson and the Treasurer shall be elected and shall serve a term in the same manner as the Chairperson.

(f) Executive Secretary. The Executive Director shall serve as the Executive Secretary of the Office Commission, appointed by the Commission in accordance with 17 GCA §27018 and 27019.

(g) Duties of the Chairperson of the Commission. The duties of the Chairperson shall be to call and preside at all meetings of the Commission; to call special meetings of the Commission; to serve ex-officio as a member of all standing, designated or advisory committees of the Commission; to appoint committees and to take such other action as is consistent with these rules or the laws. The Chairperson is entitled to vote on all matters before the Commission.

(h) Duties of the Vice-Chairperson of the Commission. The duty of the Vice Chairperson shall be to perform the duties of the Chairperson at his or her request or in case of his or her absence or incapacity.

(i) Duties of the Treasurer of the Commission. The duties of the Treasurer shall be to report to the Commission on the finances of the Commission at each regular meeting of the Commission; to present an annual budget to the Commission for approval; and to perform the duties of the Chairperson in case of the absence of both the Chairperson and the Vice Chairperson.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(j) Duties of the Executive Secretary of the Commission. The Executive Secretary of the Commission shall serve ex-officio as a member of the Commission and have the following duties: to give notice of all regular and special meetings of the Commission and to compile and distribute the agenda for each such meeting with the notice thereof; to record the proceedings of the Commission in a book or books to be kept therefore; to preserve all documents, papers and records determined by the Commission to be a part of its official records; to conduct correspondence as directed by the Commission and to certify official documents and proceedings; and to carry out all statutory responsibilities.

(k) Executive Secretary Designees. The Executive Secretary, with the written approval of the Chairperson, may designate an employee of the Commission to carry out the duties set forth in GCEC Rule 102(j) under the direction of the Executive Secretary. During the absence or incapacity of the Executive Secretary, the duties of Executive Secretary shall be performed by such designee and, in the absence of such designee, by such other person as may be designated by the Chairperson.

(l) Removal of Officers and Committee Chairpersons. Four (4) affirmative votes of the Commission's membership shall be required for the removal of the Chairperson, the Vice Chairperson, the Treasurer or any Committee Chairperson.

(m) Committees of the Commission

(1) **Practice of the Commission.** The Commission shall act upon matters considered, and upon recommendations made, by designated committees of the Commission, but any member may present matters to the Commission for consideration without prior reference to a committee.

i. The Chairperson may appoint such committees of the Commission as may be deemed necessary, provided that each such committee shall be automatically discharged on completion of its assignment or otherwise as the Chairperson may designate.

ii. The Chairperson shall be a member ex-officio of each committee. Any member of the Commission may attend any meeting of any committee of the Commission.

iii. Temporary work assignments of a functional or project nature may be made by the Chairperson of the Commission to individual members of the Commission, each such assignment to terminate automatically upon the report to, and final action by the Commission on such project.

iv. Notice of all committee meetings shall be given to all members of the Commission. Such notice shall be no less than the minimum possible notice under the Open Government Law.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(n) Meetings of the Commission

(1) **Requirements for Public Notice.** All meetings of the Commission, shall be publicly noticed in accordance with Title 5, GCA, Chapter 8, otherwise known as the Open Government Law.

(2) **Regular Meetings.** The regular meetings of the Commission shall be held at least quarterly, as mandated by law. All regular meetings shall be held on Guam.

(3) **Notice to Commission Members of Meetings.** Written notice of each regular meeting of the Commission shall be given to each member at least ten (10) days prior to the date fixed for the meeting, which notice shall state the time and place of the meeting and, in the case of special meetings, the purpose for which it has been called.

(4) **Agenda of Regular Meetings.** A written agenda of matters to be considered at each regular meeting shall be determined by the Chairperson, attested by the Executive Secretary, and given to each Commission member no less than ten (10) days prior to the date fixed for a regular meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Chairperson by:

- i. committees of the Commission relating to their reports;
- ii. any Commission member, given to the Chairperson twelve (12) days prior to the date of the regular meeting at which consideration is desired and containing a title and/or description of the agenda items.
- iii. The Commission Chairperson will provide, on a timely basis, to other Commission members reason for removing an agenda item after it has been posted, in accordance to 17 GCA §27013.

(5) **Special Meetings.** Special meetings of the Commission may be held at any time and at any place on Guam. Special meetings may be called by the Chairperson or by a majority of the members then serving on the Commission by a written notice to the Executive Secretary in which the time, place and purpose of the meeting are set forth.

(6) **Quorum.** A quorum shall consist of four (4) voting members. Actions of the Commission shall be carried by a vote of not less than four (4) voting members, in accordance with 17 GCA §27013.

(7) **Rules of Order.** Unless otherwise specified in these rules, all meetings of the Commission shall be conducted in accordance with Robert's Rules of Order Revised.

(8) **Action at Commission Meetings.** Except in an emergency, the Commission shall take action on a matter of policy only when the matter has been discussed by the Commission at a previous meeting. This provision may be waived by a

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

unanimous vote of the members present. For purposes of this Rule, an emergency shall first be declared by a vote of five (5) members.

(9) **Public Participation Policy.** It is the policy of the Commission to encourage and permit public comment on matters within the Commission's jurisdiction.

i. **General Public Comment.** The Commission shall include general public comment as an agenda item at each regular meeting of the Commission.

ii. **Comment, Not Debate.** During public comment, speakers shall address their remarks to the Commission as a whole and not to individual Commission members, Commission personnel, or the audience.

iii. **Recording Commission Proceedings.** Members of the public may record Commission meetings while not under executive session with an audio or video recorder or still or motion picture camera.

(o) **Compensation and Expenses.** A Commission member shall receive compensation for serving on the Commission in the amount of Fifty Dollars (\$50) for each Commission meeting attended. A member is entitled to reimbursement for actual and necessary expenses incurred in performing functions as a member of the Commission, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

(p) **Executive Director.** The Commission shall employ and determine the compensation of an Executive Director who shall be responsible to carry out all statutory responsibilities, the administration of the policies of the Commission, and to manage the daily operations of the Commission. The Commission shall annually evaluate the performance of the Executive Director.

(q) **Relationship of the Commission to Executive Director.** Pursuant 17 GCA § 27019, although the relationship between the Executive Director and individual Commission members is collegial, the relationship of the Commission to the Executive Director is hierarchical. The Executive Director is accountable only to the Commission as whole, and not from individual Commission member.

(r) **Employment of Personnel.** The Executive Director shall hire other staff according to the staffing pattern approved by the Commission. Employment of persons shall be in accordance with 17 GCA § 27018.

(s) **Budget.** Prior to October 1st of each year, the Executive Director shall prepare, for approval and consideration by the Commission, a budget for the following fiscal year. Upon appropriation by the *I Liheslaturan Guahan*, the Commission shall make expenditures from this budget for the purposes as stated.

(t) **Accounting Procedures**

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(1) **Cash Receipts.** A receipt shall be issued for all money received by the Commission. The Executive Director, or designated entity, shall oversee all money paid to the Commission. The Executive Director shall keep appropriate books on behalf of the Commission and shall record in the Cash Receipt Book a record of all money received as stated in the law.

(2) **Cash Disbursements.** All cash disbursements shall be supported by invoices or purchase orders. All cash disbursements shall be recorded in the cash disbursement book.

(3) **Financial Reports.** Financial Reports shall be prepared and disseminated by the Executive Director in accordance to the current applicable General Appropriations Act. A copy of each report shall be furnished to the Commission treasurer on or before the next regular Commission meeting after submission.

(4) **Publications of the Commission.** The publications of the Commission shall include but not be limited to:

- (i) a roster showing the name of each certificate holder. The roster shall be revised annually;
- (ii) the complete current text of the laws, regulations and rules governing educator certification; and
- (iii) the Annual Report of the Commission which shall be published no later than ninety (90) days after the end of the fiscal year.

GCEC Rule 103. Issuance of Certificates, General

- (a) **Certificates, General.** The Certificates issued by the Commission shall be those listed in these rules and regulations accompanied by their specific certification requirements and subject to the provisions of these rules and regulations.
- (b) **Examination of General Knowledge.** All candidates for Guam Professional Educator Certification, except for those listed in GCEC Rule 103 (c), shall take and pass the test of essential skills in reading, writing, and mathematics known as PRAXIS I. Applicants shall designate that the Guam Certification Office receive official test scores from ETS. Guam's passing scores for PRAXIS are those scores for Guam as published by ETS.
- (c) **Exemption from Examination of General Knowledge Requirement.** Candidates for the following certificates shall be exempt from the Examination of General Knowledge Requirement under (b):
 - (1) all Certificates for Chamoru Language and Culture Teachers under GCEC Rule 105;
 - (2) all certificates issued for Head Start Teachers provided under GCEC Rule 106; and
 - (3) all certificates issued for Career and Technical Education Teachers under GCEC Rule 107;

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (d) **Examination of Specialization or Content Area Knowledge.** Where applicable, candidates for Guam Professional Educator Certification shall pass an appropriate test for content area knowledge. Where no content area test has been approved by the Commission, Guam's content test passing score shall be the Praxis II test passing score adopted by the State of Hawaii or a score reflecting eighty (80%) percent pass rate of the average maximum range respectively.
- (e) **Examination of Pedagogical Knowledge.** Candidates for Guam Professional Teacher Certification shall pass a test for pedagogical knowledge.
- (f) **Certification Validity Date.** A certificate shall be valid from the date that the certificate is issued by the Guam Certification Office. The length of certification of that particular certificate shall be specified by GCEC rule, unless revoked, suspended, or extended by the Commission.
- (g) **Renewal of Expired Certification.** Any person holding an expired Guam Professional Certification is subject to the following:
- (1) If such certification expired five (5) years or less from the date of application for reinstatement, such person shall complete the requirements for recertification specified in regulations in effect during the validity period of the expired certificate;
or
 - (2) If such certification expired six (6) or more years from the date of application for reinstatement, such certificate shall not be eligible for renewal. The applicant must apply for initial certification pursuant to current requirements.
- (h) **Recency of Study:** All applicants seeking professional certification must satisfy recency of study through one of the following routes:
- (1) Completion of six (6) semester hours or equivalent credits in professionally related course work earned within five (5) years preceding the date of application;
or
 - (2) Completion of at least one (1) full year of acceptable school experience (teaching, administrative, or program specialist) within five (5) years preceding the date of application while working in another state on a valid certificate issued by that state.
- (i) **Basis for Certification.** College credits or degrees to be applied towards fulfilling certification requirements must be from accredited colleges or universities of the United States, or any of its administrative jurisdictions notwithstanding any provisions to the contrary contained in these rules.
- (j) **Transcripts.** Official transcripts, furnished by the college or university, shall be the basis for determining the educational qualifications of an applicant for certification. Transcripts shall be forwarded from the university or college to the Guam Certification Office *or* by the applicant in an unopened, unaltered envelope sealed by the registrar.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (k) **Continuing Education Units.** Continuing Education Units (CEU) may be used for recertification. For re-certification purposes, 3 CEU will equal to 1 semester credit. The CEU cannot be used for degree credit requirements. For Continuing Education Units (CEU's) to be counted for recertification, they must be acquired from a program affiliated with a regionally accredited institution.
- (l) **Holders of Degrees from NCATE-Accredited Institutions.** Holders of degrees in teacher preparation awarded by an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) shall be eligible for an Initial Educator Certificate.
- (m) **Interstate Reciprocity.** Individuals holding a valid state teaching credential, such as a license or certificate, may qualify for an initial Guam certificate with comparable endorsement areas provided such license is issued by a state that has signed the NASDTEC Inter-State Agreement and is a full credential without deficiencies; or holds national certification from the National Board for Professional Teaching Standards (NBPTS).
- (n) **Graduate of Foreign Institutions of Higher Learning.** Graduates of foreign institutions of higher learning, to be granted a certificate, must meet the Professional certification requirements of this policy. The applicant's transcripts must be evaluated by an agency that is capable of determining the country's educational system where the coursework was completed. The list of agencies is available at the Guam Certification Office. A credential evaluation report, including an equivalency summary is required. A course-by-course evaluation including the equivalency in United States semester credit hours and United States grade equivalent is necessary. A detailed report is required for the GCEC to be able to determine if an equivalent teacher education program has been completed.
- (o) **Related Work Experience.** A statement signed by an appropriate authorized official of a school district or other employing agency shall be the basis for determining the experience qualifications of an applicant for certification.
- (p) **Guam History or Culture.** All persons issued an educational professional certificate and who have not completed a three (3) semester credit course in Guam history or culture shall complete one (1) such course during the first year after certification. Failure to meet this requirement shall constitute sufficient cause to cancel the certificate until the deficiency is corrected.
- (q) **Special Policy for Incumbents as of the School Year 1953-54.** Holders of certificates by the Guam Department of Education as of the school year 1953-54 shall be given credit for years of successful experience and for attendance at Guam Summer Institutes and normal school providing they were of at least six weeks duration and were operated by the Department of Education. After that date, only college credits earned will be credited

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

toward certificates. Credit shall be given for attendance at Institutions and normal schools previous to 1954 as designated in the certification table.

- (r) **Masters Degree Equivalent for Certain Incumbents.** Those incumbents of the Guam Department of Education who earned what is known as “masters degree equivalent” status under the policies of the Guam Education Policy Board between August 22, 1966 and August 8, 2007 shall retain such a status for certification purposes.
- (s) **Fast Track.** Individuals participating in the concentrated course program focused on the Guam Public School System certification requirements known and referred to as the “Fast Track Teacher Certification Program” shall waive student teaching or internship teaching requirements with evidence of two (2) years of documented and verifiable teaching experience. Teaching experience shall be scholastic in nature and include college/university, vocational, military, business sector, and any other related area. Both years of teaching experience must indicate satisfactory performance. *[Pursuant to P.L. 29-02]*

GCEC Rule 104 Certificates for Teachers, General

(a) Temporary Teaching Certificate

- (1) **Minimum Qualifications.** A Temporary Teaching Certificate may be issued to an applicant who presents evidence that he or she has completed a Bachelor’s degree and a passing score on Praxis-I.
- (2) **Length of Certification.** The length of certification of a Temporary Teaching Certificate shall be two (2) years.
- (3) **Renewability.** A Temporary Teaching Certificate may be renewed one (1) time provided the applicant presents evidence of the following:
 - (i) Earned twelve (12) semester hours applicable to the requirements of an Initial Educator Certificate, within the certification validity period; and
 - (ii) satisfactory performance evaluation.
- (4) **Holders issued certificates known as “Emergency” by the Department of Education.** A holder of a certificate known as an “Emergency” teaching certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25, 1000.27, 1000.144, or 1000.20(B) may be issued a Temporary Educator Certificate under GCEC Rule 104 (a) provided they meet the minimal qualifications of the Temporary Educator Certificate and met the applicable renewal requirements of the certificate issued under the respective policies of the Board. Holders of Temporary Educator Certificates issued under this Sub-rule shall be subject to renewal requirements of the Temporary Educator Certificate.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(b) Initial Educator Certificate

- (1) **Minimum Qualifications.** An Initial Educator Certificate may be issued to an applicant who presents evidence of the following:
- (i) Earns a degree from a state-approved Educator Preparation Program from an accredited college or university in any of the 50 United States or its jurisdictions.
 - (ii) For non-education preparation program graduates, presents evidence of successfully completing the following requirements: earns a degree from an accredited college or university; or completion of an approved program (in content area) from an accredited college or university; and completes educational program aligned with Guam Professional Teacher Standards.
 - (iii) Grade point average of 2.7 or higher.
 - (iv) Successfully passes Praxis I and Praxis II Principles of Learning (PLT) tests.
- (2) **Length of Certification.** The length of certification for an Initial Educator Certificate shall be three (3) years. The certificate holder shall be required to work as an Initial Educator for two (2) years in order to qualify for a Professional Educator Certificate.
- (3) **Renewability.** An Initial Educator Certificate shall not be renewable.

(c) Professional Educator Certificate

- (1) **Minimum Qualifications.** A Professional Educator Certificate may be issued to an applicant who presents the following evidence:
- (i) Fulfillment of all educational requirements for the Initial Educator Certificate and provides evidence of the following:
 - (ii) Completion of requirements related to Guam History or Guam Culture;
 - (iii) Completion of sixty (60) clock hours of professional activities;
 - (iv) Satisfactory performance evaluation and/or completion of Professional Growth Plan as approved by on-site administrator;
 - (v) Completion of a one-year mentorship in a Guam school; and
 - (vi) Completion of two (2) years as an Initial Certificate Holder.
- (2) **Length of Certification.** The length of certification for a Professional Educator Certificate shall be five (5) years.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (3) **Renewability.** A Professional Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Professional Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:
- (i) Completion of ninety (90) clock hours of professional activities to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on-site; and
 - (ii) Satisfactory performance evaluation.
- (4) **Holders of Professional I Certificates issued by the Department of Education.** Notwithstanding (c), a Professional Educator Certificate may be issued to a holder of a valid or recently expired “Professional I” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional I certification period.

(d) Master Educator Certificate

- a. **Minimum Qualifications.** A Master Educator Certificate may be issued to an applicant who presents evidence of the following:
- i. He or she meets all educational requirements for the Initial Educator Certificate and the Professional Educator Certificate;
 - ii. Has a minimum of at least 5 years of satisfactory teaching experience; and
 - iii. Has earned a Master’s Degree and/or is a National Board Certified Teacher.
- b. **Length of Certification.** The length of certification for a Master Educator Certificate shall be ten (10) years.
- c. **Renewability.** A Master Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Master Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:
- (i) Completion of one hundred twenty (120) clock hours of professional activities, to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on site, and
 - (ii) Satisfactory performance evaluation.
- d. **Holders of Professional II Certificates issued by the Department of Education.** A Master Educator Certificate may be issued to holder of a “Professional II” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional II certification period. No Master Educator Certificate issued under this rule shall be renewed for an applicant who does not provide evidence of having completed a Master’s degree.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- e. **Professional Endorsement for Specialty Areas.** Educators wishing to certify in multiple content areas or to add an additional area, are able to apply for an endorsement on their existing certificate. To qualify for an endorsement, the applicant must provide evidence of the successful completion of 15 credit hours in the field. There will be an additional charge for the endorsement which will last the term of the existing certificate. Specialty areas for consideration are library science, instructional technology, visually impaired, orientation and mobility, deaf and hearing impaired, speech, media specialist, etc.

GCEC Rule 105. Certificates for Chamoru Language and Culture Teachers

(a) Temporary Chamoru Language and Culture Teaching Certificate

- (1) **Minimum Qualifications.** A Temporary Chamoru Language and Culture Teaching Certificate may be issued to an applicant who presents evidence of completing thirty (30) semester hours of college credit, to include at least six (6) semester hours of Chamoru language; *and* proficiency in the Chamoru language as established by the Chamoru Studies Division of the Guam Department of Education.
- (2) **Length of Certification.** The length of certification of the Temporary Chamoru Language and Culture Certificate shall be two years (2) years.
- (3) **Renewability.** The Temporary Chamoru Language and Culture Certificate may be renewed one (1) time provided that evidence of satisfactory performance evaluation and proof of having earned twelve (12) semester hours applicable to Initial Educator and/or Chamoru Language & Culture Certificate requirements within the certification validity period.

(b) Basic Chamoru Language and Culture Teaching Certificate.

- (1) **Minimum Qualifications.** Basic Chamoru Language and Culture Teaching Certificate may be issued to an applicant who:
- (i) presents evidence of completing sixty (60) semester hours of college credit to include at least twelve (12) semester hours of Chamoru language; *and*
 - (ii) demonstrates proficiency in the Chamoru language as established by the Chamorro Studies Division of the Guam Department of Education.
- (2) **Length of Certification.** The length of certification of the Basic Chamoru Language and Culture Certificate shall be one (1) year.
- (3) **Renewability.** Basic Chamoru Language and Culture Certificate may be renewed any number of times provided the certificate holder submits:
- (i) evidence of satisfactory performance evaluation; and

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (ii) evidence of six (6) or more semester hours of college credit applicable to Initial Educator and/or Chamoru Language and Culture Teaching Certificate requirements within the validity of certificate.

(c) Initial Chamoru Language and Culture Teaching Certificate

- (1) Minimum Qualification.** The Initial Educator Chamoru Language and Culture Teaching Certificate may be issued to an applicant who, in addition to meeting such certificate's minimum experience and Chamoru Language requirements, presents evidence of completing a Bachelor's degree fulfilling the requirements for an education degree.
- (2) Length of Certification.** The length of certification of the Initial Chamoru Language and Culture Certificate shall be three (3) years.
- (3) Renewability.** The Initial Educator Chamoru Language and Culture Teaching Certificate is non-renewable. The holder of a Chamoru Language and Culture Teaching Certificate, on or before expiration date, shall apply for Professional Certificate as per the requirements in GCEC 104 (c).

GCEC Rule 106. Certificates for Head Start Teachers

(a) Temporary Head Start Certificate

- (1) Minimum Requirements.** An associate degree in early childhood education; or an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-age children. The degree must be from a regionally accredited post-secondary learning institution.
- (2) Length of Certification.** The length for a Temporary Head Start Certificate is two (2) years.
- (3) Renewability.** The Temporary Head Start Certificate may be renewed two (2) times with evidence of satisfactory performance evaluation; and proof of having earned twelve (12) or more semester hours of college credit per year applicable to requirements for a bachelor's degree in Early Childhood Education, or related field.

(b) Basic Head Start Certificate

- (1) Minimum Requirements.** A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education from a regionally accredited institution; and a minimum of six (6) months experience teaching pre-school children; or

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

A baccalaureate degree in any field and has been admitted into the Teach for America program, passed a rigorous early childhood content exam by ETS, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America's professional staff.

(2) Length of Certification. The length of certification of a Basic Head Start Certificate shall be four (4) years.

(3) Renewability. The Basic Head Start Certificate may be renewed any number of times with evidence of satisfactory performance evaluation by the administrator; and eighty (80) hours of in-service training initiated or by the Head Start program of the Guam Department of Education. **The holder of a Basic Teaching Certificate, on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c).**

GCEC Rule 107. Certificates for Career Technical Education (CTE) Teachers

(a) Temporary Career Technical Education Teaching Certificate

(1) Minimum Requirements. The Temporary CTE Teaching Certificate may be issued to an applicant who presents evidence of graduation from high school and must have completed eight (8) years of full-time employment in a recognized trade in the area of specialty.

(2) Length of Certification. The length of certification of a Temporary CTE Teaching Certificate shall be two years.

(3) Renewability. The Temporary CTE Teaching Certificate may be renewed one (1) time with evidence of satisfactory performance evaluation and completion of six (6) semester hours in career and technical education.

(b) Basic Career Technical Education Teaching Certificate

(1) Minimum Requirements. The Basic CTE Teaching Certificate may be issued to an applicant who, presents evidence of either of the following educational qualifications: Completion of an Associate Degree in the area of specialty and at least twelve (12) semester hours of credit in CTE teaching methods, CTE curriculum, CTE Assessment, CTE philosophy and CTE laboratory management; *or* Completion of an Associate Degree in Education with at least eighteen (18) credit hours in area of specialty and twelve (12) semester hours in career and technical education.

(2) Length of Certification. The length of certification of a Basic Career Technical Education Teaching Certificate shall be three (3) years.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (3) **Renewability.** The Basic Career Technical Education Teaching Certificate may be renewed any number of times with evidence of satisfactory completion of at least twelve (12) semester hours towards a Bachelor's degree in Basic Technical Education or in the area of specialty and satisfactory performance evaluations.

(c) Professional Career Technical Education Teaching Certificate

- (1) **Minimum Requirements.** The Professional Career Technical Education Teaching Certificate may be issued to an applicant who:

- (i) presents evidence of a Bachelor's Degree in a Technical area of specialty, such as Industrial Technology, Career and Technical Education, Technology Education, Industrial Arts, or Engineering, and including at least 24 semester hours in Career Technical Education;
- (ii) presents evidence of either of the following: One (1) year verifiable work related technical experience beyond the apprenticeship or learner level in the area of the technical specialty to be taught; or
- (iii) One (1) year recent successful teaching experience in the technical specialty area for which the candidate was professionally trained.

- (2) **Length of Certification.** The length of certification of a Professional Career Technical Education Teaching Certificate shall be five (5) years.

- (3) **Renewability.** The Professional Career Technical Education Teaching Certificate may be renewed any number of times by providing evidence of either the following:

- (i) official transcripts for six (6) graduate credits or six (6) professionally related undergraduate semester hours; *or*
- (ii) eighteen (18) Continuing Education Units (CEU's) or a combination of academic credits and CEU's completed within validity period of expired certificate and 240 hours of relevant industry experience; and
- (iii) satisfactory performance evaluations.

GCEC Rule 108. Certificates for Reading Specialists

- (a) **Minimum Qualifications.** A Reading Specialist Certificate may be issued to an applicant who presents evidence that he or she has passed the Praxis II (Reading Specialist -0300) exams assessment; completed a Master's Degree in Language and Literacy/Reading as aligned with IRA standards; completed three (3) years of successful teaching experience in the area of reading and/or language arts; and successfully earned ninety (90) semester hours of supervised internship or practicum within the Pre K – 12 levels.

- (1) **Length of Certification.** The length of certification of a Reading Specialist Certificate shall be five (5) years.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (2) Renewability.** The Reading Specialist Certificate may be renewed any number of times provided the holder presents evidence of a satisfactory performance evaluation and the following within the certification validity period:
- (i) Earned six (6) graduate credits related to the field of literacy (i.e. reading, writing, ESL, linguistics) that meet state-approved standards for graduate level literacy courses;
 - (ii) Ninety (90) clock hours of Professional Growth activities aligned with IRA standards verified by site administrator; or
 - (iii) Any combination of credits and professional activities equivalent to ninety (90) clock hours.

GCEC Rule 109. Certificates for School Administrators

(a) Initial Administrator Certificate

- (1) Minimum Qualifications.** An Initial Administrator Certificate may be issued to an applicant who presents evidence that he or she has completed a Master's Degree; five (5) years of full-time classroom teaching experience; completion of an approved school administration program; and a passing score on the School Leaders Licensure Assessment (SLLA). The passing score shall be determined by the Commission.

The approved school administration program includes skills for K-12 school level building principal; and that it is aligned with the Guam School Administrator Standards; or program is from a college or university within any of the fifty states or administrative jurisdictions and whose advance degree has been awarded by an institution accredited by the National Council for Accreditation of Teacher Education.

- (2) Length of Certification.** The length of certification for an Initial Administrator Certificate shall be three (3) years.
- (3) Renewability.** The Initial Administrator Certificate is not renewable.
- (4) Mentorship Requirement.** During the certification period and to be eligible for the Professional Administrator certificate, the holder of an Initial Administrator Certificate shall provide evidence of completing a mentorship of not less than one (1) year, during the initial certification period, in a Guam school.

(b) Professional Administrator Certificate

- (1) Minimum Qualifications.** A Professional Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Initial Administrator requirements; has completed three (3) years of school level administrative experience; presents evidence of satisfactory performance evaluation by the administrator; and has completed sixty (60) hours of professional activities.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (2) **Length of Certification.** The length of certification for a Professional Administrator Certificate shall be five (5) years.
- (3) **Renewability.** The Professional Administrator Certificate is renewable any number of times. The applicant shall complete or provide ninety (90) hours of professional growth activities; a Professional Growth Plan concurred by the appropriate superintendent or immediate supervisor and/or satisfactory performance evaluation by supervisor.

Special Policy for Holders of “Professional I” Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional I” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Professional Administrator Certificate under these rules *provided* they met the renewal requirements of the Board’s said policy.

(c) Master Administrator Certificate

- (1) **Minimum Qualifications.** A Master Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Professional Administrator requirements; has completed thirty (30) graduate credits in school leadership or a related field beyond the Master’s Degree; presents evidence of satisfactory performance approved by the administrator; and has completed ninety (90) hours of professional activities.
- (2) **Length of Certification.** The length of certification for a Master Administrator Certificate shall be ten (10) years.
- (3) **Renewability.** The Master Administrator Certificate is renewable any number of times. A certificate holder shall provide evidence of completing one hundred (120) hours of professional growth activities during the certification period; and presents evidence of satisfactory performance approved by the administrator.

Special Policy for Holders of Master Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional II” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Master Administrator Certificate under these rules *provided* they met the renewal requirements of the Board’s said policy.

GCEC Rule 110. Endorsements for School Librarians

(a) Temporary School Librarian Endorsement

- (1) **Minimum Qualifications.** A Temporary School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher with a minimum

Rules and Regulations of the Guam Commission for Educator Certification (PROPOSED)

of five (5) years of full-time teaching experience and has completed six (6) semester hours in library science.

- (2) **Length of Endorsement.** The length of endorsement of a Temporary School Librarian Endorsement shall be two years (2).
- (3) **Renewability.** A Temporary School Librarian Endorsement may be renewed two (2) times provided that evidence of satisfactory evaluations as a school librarian and an official transcript which indicates six (6) semester hours toward professional school librarian endorsement has been acquired per year.

(b) Professional School Librarian Endorsement

- (1) **Minimum Qualifications.** Professional School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher; has completed at least twenty-four (24) semester hours of library science courses aligned with American Library Association (ALA) and/or American Association of School Librarians (AASL) standards (in classification and cataloging; selection and acquisition of library materials; library/media administration; reference services; application of library automation and information access; internship or practicum) or has received a certificate of completion from a certified library science program from a regionally accredited university; presents evidence that he or she completed five (5) years of teaching experience; and presents evidence of a satisfactory evaluation from the administrator.
- (2) **Length of Endorsement.** The length of endorsement of a Professional School Librarian Endorsement shall be the same as the educator certificate held by the applicant.
- (3) **Renewability.** A Professional School Librarian Endorsement may be renewed any number of times provided that he or she presents evidence of satisfactory service as a school librarian; completion of ninety (90) hours of professional activities to include semester hours in courses that will enhance the school librarian's work (such as courses in specific content areas, education courses, and library science courses); and Continuing Education Units, or Professional Growth Plan requirements, as approved by the administrator that have been acquired within the preceding five (5) years.

GCEC Rule 111. Certificates for School Counselors

(a) Temporary School Counselor Certificate

- (1) **Minimum Qualifications.** A Temporary School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

Earned a Bachelor's degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling; and
Successfully passed Praxis I (PST).

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(2) **Length of Certification.** The length of certification of a Temporary School Counselor Certificate shall be two (2) year.

(3) **Renewability.** A Temporary School Counselor Certificate shall not be renewable.

(b) Initial Counselor Certificate

(1) **Minimum Qualifications.** An Initial School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

- (i) Earned a Bachelor's degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;
- (ii) Successfully passed Praxis I (PST) *and* Praxis II (Counseling);
- (iii) Completion of an approved graduate level program in School Counseling as aligned with CACREP Common Core Areas and School Counseling Domains;
- (iv) Internship in School Counseling with 90 hours of University/College supervised field based counseling experiences in K-12 settings.

(2) **Length of Certification.** The length of certification of an Initial School Counselor Certificate shall be two (2) years.

(3) **Renewal Requirement.** An Initial School Counselor Certificate shall not be renewable.

(c) Professional Counselor Certificate

(1) **Minimum Qualifications.** A Professional School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

- (i) Earned a Master's Degree in School Counseling; or meets all Initial Counselor prerequisites and have an advanced degree;
- (ii) Successfully passed PRAXIS I (PST);
- (iii) Two hundred (200) hours of supervised field-based experiences in K-12 settings;
- (iv) Two (2) years satisfactory School Counseling;
- (v) A Professional Growth Plan acknowledged by site administrator; and
- (vi) One (1) year of satisfactory classroom teaching or three hundred 360 hours of K-12 counseling related classroom teaching/sessions.

(2) **Length of Certification.** The length of certification of a Professional School Counselor Certificate shall be five (5) years.

(3) **Renewal Requirement.** A Professional School Counselor Certificate may be renewed with the completion of ninety (90) hours of professional counseling related activities

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

within the five (5) – year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

(d) Master School Counselor Certificate

(1) Minimum Qualification. A Master School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

- (i) Earned a Master’s degree in School Counseling;
- (ii) Seven (7) years satisfactory counseling in K-12 setting;
- (iii) Two (2) years satisfactory classroom teaching in K-12 settings; or seven hundred twenty (720) hours of K-12 counseling related classroom teaching/sessions; and
- (iv) Fifteen (15) categorical graduate credits beyond the Master’s Degree in Counseling and/or related field (i.e. education, psychology, etc.)

(2) Length of Certification. The length of certification of a Masters School Counselor Certificate shall be ten (10) years.

(3) Renewal Requirement. A Master’s School Counselor Certificate may be renewed upon completion of one hundred twenty (120) hours of professional counseling related activities within the ten (10) year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

GCEC 112. Extension on Certification

(a) Time Extension, General. The Executive Director may grant a one-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Sub-rules (b) and (c) of this rule, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, Executive Director shall not grant an extension under this policy for the requirements to complete a three (3) semester credit course in Guam history, or Guam Culture, within the first year after the person’s certification, pursuant to 17 GCA § 5105. Nor shall the Executive Director grant extensions under this policy that are contrary to any other law. Any individual granted an extension under this section shall complete all the requirements for recertification within the extension period.

(b) Standing Committee on Appeals. The GCEC will establish a standing committee on appeals for extension of certifications. The GCEC chair will appoint three members to this committee.

(c) Processing of Extension Requests. All requests for extensions must be submitted in writing to the GCEC Administrator.

(1) If the request is within the purview, s/he will act on it within 5 days.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (i) If recommended for approval, the administrator will report the action to the Standing committee on Appeals. The approval must be countersigned by the GCEC chair.
 - (ii) If denied, the administrator will provide a written explanation of the denial to the applicant. The applicant can appeal to the GCEC Standing Committee on Appeals within 10 days of receipt of notice of denial.
- (2) If it is not within the purview of the administrator, it will be channeled to the Appeals Committee within 5 days. The GCEC Administrator will forward the file (request, rejection notice and any other pertinent information) to the Appeals committee. It will act on it within 30 days at the Appeals Committee meeting and provide a recommendation to the GCEC at the next regularly scheduled meeting. The Appeals Committee may request to meet with the applicant.
- (3) The GCEC will act on the recommendation of the Appeals Committee at the next regular meeting following established agenda guidelines:
- (i) If denied, the educator has 10 days to exercise his/her right to a final reconsideration, by providing additional documentation to the Appeals committee via the GCEC office.
 - (ii) At the next regularly scheduled GCEC meeting, the educator can make a 5-minute presentation to the GCEC that includes any additional factors that have not been presented.
 - (iii) If no additional documentation is provided, the request for reconsideration is denied.
 - (iv) The commission will vote on the final reconsideration. The request for reconsideration cannot be further appealed.
- (d) **Reporting of Requests.** All actions by either the Administrator or Appeals committee on requests for extensions of certificates must be reported at the regular GCEC meetings.
- (e) **Length of Extensions.** All approved requests will follow the established policies for length of extensions.
- (f) **Conditions for Extension.** Every effort shall be made to make the request within thirty (30) days of the expiration of the certificate date. The time extension provided in Sub-rule (a) of this Rule may be granted to any individual holding an educator certificate, if one of the conditions below applies to the certificate holder during the validity period of the certificate:

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

- (i) The certificate holder suffered a medical condition which prevented him or her from satisfying the requirements for renewal of his certificate and such individual provides written proof from a licensed physician that he or she suffered such medical condition, including the duration of the medical condition.
- (ii) The certificate holder has been on active duty in the military and provides his or her form DD-214 verifying dates of service preventing him or her from satisfying the requirements for renewal of his certificate.
- (iii) Personal or immediate family member medical expenses incurred by the certificate holder which were not covered under a plan of health insurance caused financial hardship on the certificate holder, preventing him or her from meeting the financial requirements (i.e. tuition for courses) for certificate renewal. For purposes of this subsection, the holder shall maintain, for review by the Commission, records, receipts or letters from his or her insurance company, health care provider or any other relevant entity indicating such financial hardship.
- (iv) A Commission administrative problem prevented the certificate holder from complying with the requirements for renewal of his or her certificate and the Executive Director of the Commission determines that the administrative problem is adequate to justify the extension.
- (v) The certificate holder has been unable to secure employment or experience relevant to a specific employment or experiential requirement for renewal of his certificate, and such inability has prevented him or her from satisfying such requirement. For purposes of this subsection, the holder shall maintain a list of schools or school districts contacted, including dates, and a detailed written explanation thereof.
- (vi) The certificate holder, because of extreme hardship or other circumstances beyond his or her control was unable to complete the requirements for renewal of certification. For purposes of this subsection, the Commission may require from the certificate holder, evidence of the extreme hardship.

GCEC Rule 113. Fees

- (a) **Disposition of Fees.** Fees collected for the issuance and maintenance of educator certificates shall be used to carry out the goals and objectives of the Guam Commission for Educator Certification to include the daily operations of the Guam Certification Office. Such fees may be expended for, but not limited to; the following appropriation classifications: Personnel Services; Operations; Utilities; and Capital Outlay.
- (b) **Application Fee.** Every application for a certificate hereunder shall be accompanied by an application fee. The application fee for review for certification shall be equal to the certification fee. If the applicant for initial certification fulfills all the requirements, the certification fee will be reduced by fifty percent (50%). If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of application. Out-of-state application fees will incur an additional \$25 for

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

evaluation. The application fee for renewal of certificates shall be equal to the certification fee, with no reduction in the certificate fee. The cost for the certificate will be \$5 per year regardless of the length of certificate. The application fee is non-**refundable**.

(c) **Endorsement Fee.** An endorsement of a second content area may be added to an educator certificate at any time during the term of the certificate. A temporary endorsement will be added to a certificate with evidence of 6 credit hours in the content area and a payment of a \$10 fee. To receive a professional endorsement, the applicant must provide evidence of successful completion of at least 15 credit hours in the content or 24 in the case of library science. The professional endorsement fee will be \$25 and will remain with the primary certificate through any renewal, with the payment of the additional fee.

Each certificate prescribed by this Rule shall be as follows:

CERTIFICATE CATEGORY	APPLICATION FEE	INITIAL CERTIFICATE	RENEWAL CERTIFICATE	LENGTH OF CERTIFICATE
1. Temporary	\$10.00	\$10.00	\$10.00	2 year
2. Initial Educator	\$15.00	\$15.00 (50%)	NONE	3 year
3. Professional	\$25.00	\$25.00	\$25.00	5 years
4. Master Educator	\$50.00	\$50.00	\$50.00	10 years
5. Temporary Chamoru	\$5.00	\$5.00	\$5.00	2 year
6. Basic Chamoru	\$5.00	\$5.00	\$5.00	1 year
7. Initial Chamoru	\$15.00	\$15.00	NONE	3 years
8. Temporary Head Start	\$10.00	\$10.00	\$10.00	2 years
9. Basic Head Start	\$10.00	\$10.00	\$10.00	4 years
10. Temporary CTE	\$10.00	\$10.00	\$10.00	2 years
11. Basic CTE	\$15.00	\$15.00	\$15.00	3 years
12. Professional CTE	\$25.00	\$25.00	\$25.00	5 years
13. Reading Specialist	\$25.00	\$25.00	\$25.00	5 years
14. Initial Administrator	\$15.00	\$15.00	NON	3 years
15. Professional Admin	\$25.00	\$25.00	\$25.00	5 years
16. Master Admin	\$50.00	\$50.00	\$50.00	10 years

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

17. Temporary Endorsement	\$10.00	\$10.00	\$10.00	2 years
18. Professional Endorsement	\$25.00	\$25.00	\$25.00	Term of Primary Certificate
19. Temporary Counselor	\$10.00	\$10.00	NON	2 years
20. Initial Counselor	\$10.00	\$10.00	NON	2 years
21. Professional Counselor	\$25.00	\$25.00	\$25.00	5 years
22. Master Counselor	\$50.00	\$50.00	\$50.00	10 years
23. Replacement			\$10.00	

GCEC Rule 114. Disciplinary Action

- (a) **Complaints.** Proceedings to suspend or to revoke an individual's certificate may be initiated by any person who may press or prefer charges of immoral or unprofessional conduct, evident unfitness for teaching, or evident unsatisfactory performance or persistent defiance of, and refusal to obey laws, these rules and regulations, the approved Educator Code of Ethics.
- (1) Any and all charges presented against holding a certificate must be made in writing, sworn to by the person or persons making them before a Notary Public and shall be filed with the Secretary of the Commission.
 - (2) All charges made should include the following: the name and address of the complaint and respondent, a concise statement of the complaint with facts supporting the allegation that a violation has occurred and a statement of the relief sought. The complainant shall sign the complaint witnessed by a Notary Public.
 - (3) Complaints may also be initiated by any member of the Commission, procedures available at office, where only submittal of facts or documents. Such submittals shall be without opinion. The submitting Commission member may participate in actions pertaining to the matter without prejudice provided opinions were not included with the submittals.
 - (4) Prior to any disciplinary action being taken, the Commission may negotiate a Settlement of the charges.

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(5) If no response is received by the Commission by the due date, the Commission may proceed on the Accusation without a hearing.

(b) Summons and Complaint.

(1) In the event the Commission determines that a probable cause exists, the Legal Counsel of the Commission shall be requested to prepare a summons and complaint.

(2) The summons and complaint shall be personally served or mailed to the last known address of the individual holding a certificate at least thirty (30) days before the date fixed for hearing. If mailed, a return receipt shall be requested.

(3) The summons and complaint shall show the time, place and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, reference to the particular section of statutes and/or rules involved, and a short and plain statement of the matters asserted. The notice of the summons and complaint shall indicate that at any hearing the accused individual registrant or firm holding a certificate shall have the right to appear in person or be represented by counsel or both to cross-examine witnesses in his or her or its defense and to produce evidence and witnesses of his or her or its defense. If the accused person or corporation fails or refuses to appear, the Commission may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of this Territory.

(c) Evidentiary Matters. The Commission shall follow the Administrative Adjudication Act on this matter.

(d) Conduct of Hearing. The Commission shall follow the Administrative Adjudication Act wherein either the Legal Counsel shall hear the case and make recommendations to the Commission, or where the Commission hears the case, the hearing officer shall act as the judge.

(e) Order of the Commission. The Commission shall issue an order as soon as possible from the date of the final hearing.

(f) Discipline. Upon order by the Commission in which the respondent is found guilty of the charges, the Commission may issue a reprimand, suspend, and refuse to renew the individual's certificate; or revoke certification immediately. At its discretion, the Commission may stay, permanently or temporarily, the execution of its order conditioned on any provision that the Commission believes appropriate under the circumstances for the case.

GCEC Rule 115. Code of Ethics

(a) Educators

Rules and Regulations of the Guam Commission for Educator Certification (PROPOSED)

PRINCIPLE I: Commitment to the Students. The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the students, the educator:

- (1) Shall treat all students with respect and dignity.
- (2) Shall provide students with opportunities for expansion of ideas and support their varying perspectives.
- (3) Shall make reasonable effort to protect students from conditions harmful to learning or to health and safety.
- (4) Shall maintain a professional relationship with students.
- (5) Shall maintain confidentiality of students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- (6) Shall not deliberately suppress or distort subject matter relevant to students' progress.
- (7) Shall not intentionally expose students to embarrassment or disparagement.
- (8) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - (i) Exclude any student from participation in any program.
 - (ii) Deny benefits to any student.
 - (iii) Grant any advantage to any student.

PRINCIPLE II: Commitment to the Profession. The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator:

- (1) Shall act with integrity and treat all colleagues with respect and dignity.
- (2) Shall maintain the positive and professional image of educators in the community.
- (3) Shall maintain confidentiality of colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- (4) Shall not knowingly make false or malicious statements about a colleague.
- (5) Shall not in an application for a professional position deliberately make false statement or fail to disclose a material fact related to competency and qualification.
- (6) Shall not misrepresent his/her professional qualifications.
- (7) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- (8) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- (9) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Rules and Regulations of the Guam Commission for Educator Certification (PROPOSED)

Sanctions. Major violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or other sanctions as stipulated by law or GCEC rule.

(b) Commissioners

The Guam Commission for Educator Certification is responsible for ensuring the public that educators working in the Guam schools meet high standards. Therefore, the Commissioners confirm their commitment to this goal through high standards of behavior, recognizing the responsibility they hold to the future of the Island. The Code of Ethics is the guideline for the behavior of standards of the Commissioners.

- (1) Commission members shall maintain the integrity of their position as representatives of the Guam Commission for Educator Certification.
- (2) Commission members will make every effort to be prepared, punctual, in attendance at and participate in every Commission meeting.
- (3) Commission members who are representing agencies will ensure that a representative will be designated to attend meetings; in addition, the choice of designee will be consistent to maintain continuity.
- (4) Commission members will encourage free expression of opinion by all Commission and committee members, and staff, while maintaining the confidentiality of personnel issues discussed in committee or as a Commission.
- (5) Commission members shall conduct meetings in an orderly manner, follow rules of order, and through their demeanor and words, maintain the dignity of all Commission members. In addition, any Commission member shall act as a spokesperson for the Commission when specifically authorized to do so.
- (6) Commission members shall work together with a sense of collegiality and cooperation, both in their meetings as a whole and in sub committees.
- (7) Commission members will not use their position on the Guam Commission for Educator Certification for personal advancement or the advancement of those known to them.
- (8) Commission members will maintain a spirit of cooperation and keep open lines of communication with the Director and other personnel of the Guam Commission for Educator Certification; with the Guam School System, both public and private; and with the community at-large.
- (9) Commission members will keep up-to-date on issues dealing with educator certification, staff development, and current educational research, in order to

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

render decisions based on a review of all aspects of the issues, including a balanced consideration of state and local influences.

- (10) Commission members will accept and abide by the Guam laws that impact the legal and fiscal responsibilities of the Guam Commission for Educator Certification

GCEC Rule 116. Reinstatement of Certification After Suspension

- (a) **Petition for Reinstatement.** Upon petition of an individual formerly holding a certificate, which has since been suspended, the Commission may reissue a certificate provided that a majority of the members of the Commission vote in favor of such issuance.
- (b) **Commission Action.** The Commission, for reasons it may deem sufficient, may reissue a certificate to any person whose certificate has been suspended. Such reissuance shall not supersede prior Commission decisions and recommendations as to penalty etc. taken for disciplinary action.
- (c) **Conflict and Bias**
- (i) A Commission Member shall be excused and shall not vote in any action, disciplinary or otherwise, if the Commission Member may be biased for or against a Respondent or there may exist a potential conflict of interest. If a potential conflict of interest or bias exists, such determination shall be made by a majority vote of the remaining Commission members.
- (ii) If the Commission member has a potential conflict, that Commission member is obligated to disclose such a potential conflict.

GCEC Rule 117. Severability. If any of the Rules and Regulations, or any part thereof, of this Commission promulgated under the provisions of the rule making authority for Territory agencies are found by the courts to be invalid for any reason, the remainder shall continue in full force and effect. Each Rule and/or any portion thereof shall be severable.

GCEC Rule 118. Adoption and Amendment of Rules

- (a) **Adoption of Rules.** Rules or regulations are adopted by this Commission, under the provision of Public Law 29-73 governing the practice of professional educators in K-12 which may be reasonably necessary for the proper performance of its duties and the regulations of the proceedings before it. They must not be inconsistent with the Constitution and the laws of Guam and shall be in compliance with the Administrative Adjudication Act.
- (b) **Petition for Rule-making.** Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule or regulation by the Commission shall address a petition to the Executive Director. The container of the petition shall clearly bear the

Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

notation: RULE-MAKING PETITION RE: and then the subject area. The petition must contain the following information:

- (i) an indication of the subject area to which the petition is directed;
- (ii) either a draft of the proposed rule or a summary of its contents;
- (iii) reasons for proposal;
- (iv) effect on existing rules or orders;
- (v) any data supporting the proposal;
- (vi) effect of the proposed rule on existing practices in the area involved, including cost factors;
- (vii) names or a description of those most likely to be affected by the proposed rule; and
- (viii) name and address of petitioner.

- (c) **Timelines.** The Executive Director shall transmit the petition to the Commission within ten 10 of days after receiving the petition. The Commission shall make a decision on whether to grant or deny the petition within fifty (50) days. This rule shall be carried out in accordance with 5 GCA § 9307.