Procedure:

The following must occur:

- Applicant or employee must provide the most current transcripts, inclusive of any and all educational institutions attended;
- Applicant or employee must provide a state teaching certificate;
- Applicant or employee must provide evidence of participation in the Teach for America program;
- Direct service provider will perform transcript review of applicant or employee transcripts;
- Transcript review assistance can be obtained from Grantee Quality Assurance Coordinator and the resource tool, “Connecting College Coursework to MO/KS Core Competencies,” to compare applicants or employee’s transcript to coursework listed under the eight Missouri/Kansas Core Competency content areas. See *Clarification for Policy and Procedure 8400 and 8500*.

Documentation of staff member’s qualifications must be provided to hiring agency prior to hire and uploaded into the ChildPlus database or submitted to Grantee Quality Assurance Coordinator upon request.

Reviewed: April 20, 2017 *(combined 8030, 8040, 8070)*