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.