



# APPLICATION FOR CERTIFIED CONTINUING CONTRACT

---

## CRITERIA

A certified staff member must meet the following criteria to apply for a continuing contract:

- Hold a professional or permanent certificate, or a professional, senior professional, or lead professional license.
- Possess a master's degree or 30 semester hours above a bachelor's degree in a related area.
- If the educator held a master's degree upon initial licensure, the educator must have completed an additional six semester hours after the initial license was issued.
- Individuals who received initial licensure before 2011, must have successfully taught at TCESC for at least three of the last five years.
- If the staff member held a continuing contract in another school district, the staff member must successfully have taught at TCESC for two years.
- Individuals who received initial licensure in or after 2011, must have held an educator license, other than a substitute teaching license, for at least seven years.

## TIMELINE

According to the negotiated agreement between TCESC and the Professional Staff Association, a certified staff member must follow the timeline outlined below to apply for a continuing contract:

- Submit this application to your supervisor by October 1 of the school year in which making application for a continuing contract.
- Submit a letter requesting a continuing contract before March 1. Continuing contract status will be considered for the following school year.

Applicant's Name: \_\_\_\_\_ Date of Receipt of Initial License: \_\_\_\_\_

By March 1, I will have the following:

- \_\_\_\_\_ Professional, Senior Professional or Lead Professional License.
- \_\_\_\_\_ Have held an educator license, other than a substitute license for seven years, if initially licensed in or after 2011.
  
- \_\_\_\_\_ Master's Degree.  
or
- \_\_\_\_\_ Master's Degree with 6 semester hours if Master's was held upon initial licensure.  
or
- \_\_\_\_\_ 30 Semester hours in a related area.
  
- \_\_\_\_\_ Taught at TCESC for three of the last five years.  
or
- \_\_\_\_\_ Taught at TCESC for two years and possessed a continuing contract in another district.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward the final signed copy to human resources.

Revised: 8/1/03, 8/2/04, 12/06