

*Technical Academies of Minnesota*

*Adopted: Orig. 12/27/2022*

*Revised: 8/29/23, 10/22/2024, 2/25/25*

**424 LICENSE STATUS**

**I. PURPOSE**

The purpose of this policy is to ensure that qualified teachers are employed by the charter school and to fulfill its duty to ascertain the licensure status of its teachers. A charter school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

**II. GENERAL STATEMENT OF POLICY**

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the charter school.
- B. No person shall be a qualified teacher until the charter school verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The charter school has a duty to ascertain the licensure status of its teachers and ensure that the teacher's license files are up to date. The charter school shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the charter school.
- D. The charter school must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

**III. PROCEDURE**

- A. The Personnel Committee shall establish a schedule for the annual review of teacher licenses.
- B. When it is discovered that a teacher's license will expire within one year from the date of the annual review, the Personnel Committee will advise

the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the Personnel Committee prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from their duty and responsibility of ensuring that their teaching license is valid, current, and appropriate to their teaching assignment.

- C. If it is discovered that a teacher's license has expired, the Personnel Committee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency, and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the Personnel Committee's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None