



Special Education Education and Employment Verification Instructions Education Specialists, Mental Health Providers, Psychologists, Interns

Special Education employees who are required to have a credential or license must have it verified by Five Keys Human Resource Department before they can attend training or start working for the agency.

Documents submitted by the 15th of the month are typically reflected in the final month's paycheck. Complex verifications or submissions made during peak hiring timeframes may take an additional pay cycle but the compensation increase will be retroactively paid back to the date the submission was received by HR.

If your education and employment history is NOT verified by the next payroll deadline, you will be placed at:

- **Education Specialist:** Teachers Union, full-time, based upon [Academic Salary Schedule 2020-2021](#), Non-Credentialed BA Step 1
- **Education Specialist INTERN:** Teachers Union, full-time, based upon [Academic Salary Schedule 2020-2021](#), Non-Credentialed BA Step 1
- **School Based Mental Health Providers:** non-union, part-time, on-call, based upon the [Psychologist Salary Schedule 2020-2021](#), Years Of Credential Experience Step 1
- **School Based Mental Health Provider INTERN:** this is an hourly compensation role, non-union, part-time, on-call
- **School Psychologist PPS:** Teachers Union, full-time, based upon [Psychologist Salary Schedule 2020-2021](#), Years Of Credential Experience Step 1
- **Special Education Paraprofessional:** Classified Union, full-time, based upon [Classified Union Schedule](#). Must have passed the CBEST and have a high school diploma or the equivalent, and two years of college (48 units) or Associate's Degree (or higher).
 - Temporary and part-time paraprofessional roles are occasionally available but are NOT union positions. Hourly rates are based upon the Classified Union Salary Schedule.

Timelines and Deadlines

- Employees must have valid teaching credential(s) and/or required license verified by HR, via the CTC website or appropriate governing board, before they are eligible to be hired.
- Employees should submit all verification documentation within 60 days of their start date (document requirements vary by role).
 - If you submit verification documentation BEFORE the 60 day deadline, the increase in retro pay is backdated to the start date.
 - If you submit verification documentation AFTER the 60 day deadline, the increase in retro pay is backdated to the date the documents were received by HR.
- Once the salary calculation is finalized, employees receive an email notification and payroll is updated.
- Employees have 30 days from the date of notification to dispute the salary placement. No adjustments will be made after the deadline without CEO approval.



Documentation Submission

- Please submit multiple documents together when possible
- Upload documents into the on-boarding “Education and Employment Verification Checklist”
- If additional transcripts or new documents need to be submitted in the future, contact HR for instructions at HR@fivekeys.org

Transcript Submission

- Please have the education institution send official etranscripts to jasons2@fivekeys.org.
- Mail hard copy official transcripts (must be in original sealed envelope) to:
 - Payroll Dept, Five Keys Schools and Programs, 320 13th Street, 2nd Floor, Oakland CA 94612
- These are NOT official transcripts (original or not):
 - Grade reports, degree certificates or printed electronic transcripts (although the content of an electronically transmitted academic transcript is identical to a traditional printed official academic transcript, the printed PDF copy is not an official academic transcript and will not be accepted for salary placement purposes)

Education Guidelines

- For transcripts, only semester units will be used. All other unit types will be converted into semester units. Quarter units will be converted to semester units: 1.5 quarter units = 1 semester unit.
- CEU's (Continuing Education Units) will be considered for additional units beyond the BA if the units are earned from an authorized provider by the International Association for Continuing Education and Training (IACET) or an accredited university. An official certificate/transcript must also be provided that lists the amount of CEU's earned.
 - 1 CEU = 10 contact hours of participation in organized continuing education classes and/or training conducted by a qualified instructor
 - 1.6 CEUs = 1 semester unit (16 contact hours = 1 semester unit)

Teaching Experience Guidelines

- Verification of Employment letters with qualifying experience will determine teaching experience.
- One year of teaching experience must include a minimum of 7 months, full-time teaching experience.
- You must obtain verification of employment letters. There is no provided form for this. Please work directly with your previous employers.
- If a previous school or district is no longer in business, teachers can submit reference/recommendation letters from that school’s administration and/or leadership team to be considered for verification. The years of prior teaching experience must be verifiable through CalSTRS.



- Verification of Employment letters must include the following:
 - On original stationery or letterhead
 - Prepared by previous employer's HR department (or equivalent)
 - Signed by the appropriate official, including their title
 - Employment letters must include: Position title, Beginning and ending dates (month and year), Employment status (full-time, part-time, seasonal, on call), Total number of hours worked per school year

Credential / License & Salary Placement Guidelines

Education Specialists & Education Specialists Interns

- If your education and employment history is NOT verified by the next payroll deadline, you will be placed at Teachers Union, full-time, based upon [Academic Salary Schedule 2020-2021](#), Non-Credentialed BA Step 1
- Teachers must have an Education Specialist or Education Specialist Intern Credential before they can attend training or start working for the agency
- Verification of Employment letters with qualifying experience will determine teaching experience
- Teachers will receive credit for years of credentialed teaching experience, for all valid California teaching credentials, on the credential salary schedule
- Salary placement is determined by the following 3 factors: credential requirement met, number of semester units completed beyond the BA, years of teaching experience
- 3 education levels are used for salary placements: BA, BA + 30 semester units, BA + 60 semester units
- Per our union contract, the cap for transferable years of teaching experience is 8 years (start at Step 9)
- One year of teaching experience must include a minimum of 7 months, full-time teaching experience
- For transcripts, only semester units will be used. All other unit types will be converted into semester units
- Emergency, substitute credentials or permits will NOT be considered for salary placement.
- Substitute teaching experience (long and short term, credentialed or not) does not apply towards years of credentialed teaching experience
- If a clear credential is not obtained by the expiration date of the preliminary credential, employment is subject to termination
- Out-of-state teachers must obtain preliminary or equivalent credential via the California Commission on Teacher Credentialing (CA CTC) and submit to HR before eligible for hire
 - Hard to fill positions will be evaluated on a case by case basis and determinations agreed upon and documented prior to an offer being extended



- Teachers with experience completed outside of California must also submit their:
 - Employment verification letter(s)
 - Out-of-state official teaching certificate/license
 - Must obtain preliminary or equivalent credential via the California Commission on Teacher Credentialing (CA CTC)
 - Information regarding reciprocity with California Commission on Teacher Credentialing (CA CTC) or verification of enrollment to bring their credential in alignment with California standards

School Based Mental Health Providers

- If your education and employment history is NOT verified by the payroll deadline, you will be placed at non-union, part-time, on-call, based upon the [Psychologist Salary Schedule 2020-2021](#), Years Of Credential Experience, Step 1
- Must have either a valid BBS License or PPS Credential before they are eligible to be hired:
 - License Number with Board of Behavioral Science (BBS) in one of the following:
 - Marriage and Family Counseling (MFT)
 - Social Work (MSW)
 - Psychology or Clinical Counseling
 - PPS Credential verified by CTC in one of the following areas:
 - School Counselor PPS
 - School Social Worker PPS
- Verification of Employment letters with qualifying experience will determine experience
- Providers only receive credit for credentialed or licensed mental health experience

School Based Mental Health Provider Interns

- This position is an hourly compensation role, non-union, part-time, on-call.
- Must have valid Associate Number with Board of Behavioral Science (BBS) in one of the following before they are eligible to be hired:
 - Marriage and Family Counseling (MFT)
 - Social Work (MSW)
 - Psychology or Clinical Counseling
- Must complete 1 hour of clinical supervision per week while in the Intern role (Five Keys can provide)
- Interns are NOT eligible credentialed experience

School Psychologist PPS

- If your education and employment history is NOT verified by the payroll deadline, you will be placed at Teachers Union, full-time, based upon [Psychologist Salary Schedule 2020-2021](#), Years Of Credential Experience, Step 1
- Valid School Psychology PPS Credential verified by CTC
- Verification of Employment letters with qualifying experience will determine experience
- Providers only receive credit for credentialed school psychologist PPS experience

Credential / License Renewal Guidelines

- Employees are accountable for ensuring their teaching credential(s) and/or licenses are renewed before the expiration date and submitting their updated credential / license certificate to HR
- Credential Extension Letters from the CTC are acceptable (as long as the credential is still valid) for a teacher to submit to HR while in progress of renewing their cleared credential or extending their preliminary credential (due to expiration)
- Per our union contract, if a teacher fails to renew their credential / license, they will be given 10 days notice and then placed on unpaid leave for a maximum of two (2) semesters to complete the renewal process



CREDENTIAL VERIFICATION

This information will be used to verify your credentials and experience, in order to place you at the correct level on the salary schedule.

Please obtain the following information from the [CTC website](#). Only teaching credentials are required for this section. Please do not include CTE, intern, emergency or substitute credential or permit information.

DOCUMENT #	DOCUMENT TITLE	STATUS	ISSUE DATE	EXP DATE	STATE (ex: CA)

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

Signature

Date

Printed First and Last Name



TEACHING EMPLOYMENT VERIFICATION

Please note that per our union contract, the cap for transferable years of service is 8 years.

Teachers should ONLY provide credentialed experience.

Total years of full-time, credentialed experience: _____

SCHOOL	POSITION HELD	PART-TIME, FULL-TIME or ON CALL <small>(select one)</small>	START DATE	END DATE	CREDENTIALLED or NON-CREDENTIALLED <small>(select one)</small>

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

Signature

Date

Printed First and Last Name



TRANSCRIPT VERIFICATION

TOTAL SEMESTER UNITS BEYOND BACHELOR'S DEGREE: _____

BACHELOR'S DEGREE CONFER DATE: _____

INSTITUTION	DATES ATTENDED <i>(month/year)</i>	DEGREE TYPE	SEMESTER, TRIMESTER or QUARTER <i>(select one)</i>	COMPLETED UNITS

- Quarter units will be converted to semester units: quarter unit/1.5 = semester unit

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

Signature

Date

Printed First and Last Name