CSPG No. 12
July 1, 2004

VOLUNTARY DELETION OF AREAS OF CERTIFICATION

General Policies

A voluntary deletion is the removal of certification area(s) at the request of an educator who no longer wishes to be assigned by a public school entity to serve in the area(s) to be deleted.

Requirements and Procedures

1. Educators seeking to voluntarily delete any area(s) of certification from their Pennsylvania Professional Certificate should contact the Bureau of Teacher Certification and Preparation for specific application forms and instructions.

2. In all cases, holders of Pennsylvania Professional Certificates may request the voluntary deletion of any certificate area(s) **between October 1 and December 31** annually. A moratorium for requesting voluntary deletions exists between January 1 and September 30 each year to allow schools the opportunity to plan for the assignment of their certificated staff in the ensuing school year.

3. All action by the Department to delete areas of certification is **effective on the 30th day of June** following receipt of the voluntary deletion application.

4. The Bureau will grant the voluntary deletion of any certification area(s) when **either** of the following conditions are met:

   a. The applicant has possessed the certificate area(s) for which the voluntary deletion is sought for the previous ten years <u>and</u> has not served in that area during that period of time, **or**

   b. The applicant is not serving as a full-time professional or temporary professional employe in a public school entity.

   If the educator does not meet either of the above conditions, school board approval of the voluntary deletion will be necessary.

5. When an educator submits an application for voluntary deletion of a certificate area directly to the Bureau, the employing public school entity will be notified. This will afford the employer an opportunity to contest the accuracy of the applicant's notarized statements. The voluntary deletion will be granted <u>unless</u> the employer has grounds to contest the deletion.

6. A deletion changing the grade level or subject area scope of the original area of certification will not be made when the certificate is comprehensive for a single curriculum area or specified school level.

   Examples:

   - Social Studies must be deleted in toto. Single social studies areas, such as history, cannot be retained while the "comprehensive" social studies area is deleted. However, when the educator holds a certificate granted for both history and other social studies disciplines, such separate areas may be deleted. Other "comprehensive-type" areas include science, comprehensive science, mathematics, etc.

   - Elementary education cannot be deleted while requesting that kindergarten or any specific grade be retained.

   - When an area was the result of the *extension* of a previous area (such as English/Reading, Physics/Mathematics, Comprehensive English/Reading), either area may be removed as these were considered to be two separate areas/fields rather than a comprehensive discipline certificate.

Special Considerations

1. In cases where the applicant requesting the voluntary deletion must secure the approval of the local board of public school directors, and the approval is denied by the local school authority, the applicant may appeal to the Certification Appeal Committee. In any such appeal, the burden is on the applicant to show the need for extensive professional development to retain currency.

2. Any area of certification deleted under the provisions of Chapter §49.69 will be restored only after the educator has met all laws, regulations, standards, policies, and procedures in effect at the time of the application.

Reference: 22 Pa. Code §49.69

THIS REVISION SUPERSEDES ALL EARLIER CSPGS CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 3/75, 10/80, 1/87