



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Guidance Related to Coronavirus (COVID-19): Educator Credential Application Extension Processes**

April 22, 2020

### **Background**

As a part of the District's response to the coronavirus (COVID-19), the Office of the State Superintendent of Education (OSSE) is offering this guidance document to educators regarding the educator credentialing application process.

### **Scope**

This document contains guidance to individuals who hold a valid educator credential that is set to expire during the coronavirus (COVID-19) public health emergency.

### **Date Issued**

This guidance was issued on April 21, 2020 and will remain in effect until further notice.

### **Guidance**

OSSE has been authorized to extend the validity of an OSSE-issued educator credential that would otherwise expire during the COVID-19 Emergency Period. The "COVID-19 Emergency Period" means the period during which the public health emergency declared by the Mayor is in effect, and the forty-five (45) day period thereafter.

This extension applies to applicants who meet either of the following conditions:

1. Applicant holds a valid initial credential that expires and needs to be upgraded to a standard credential; or
2. Applicant holds a valid standard credential that expires and needs to be renewed.

### **Applications and Documentation Received by OSSE**

#### *Processing of Educator Credential Applications*

The COVID-19 pandemic has not affected OSSE's ability to review and process submitted applications. During the credential application review process, OSSE staff will provide email notifications to applicants who need to respond to inquiries or submit additional documentation to complete their application.

Applications that are approved for issuance of a credential during the COVID-19 emergency period will be processed, and a credential will be mailed to the applicant's address as listed on their application.

Newly issued credentials may take longer than normal to reach applicants due to postal service delivery times.

*Impact of Extension on Credential Validity*

Properly submitted applications that are received by OSSE during the COVID-19 emergency period shall have an effective date that picks up on the date immediately following the expiration date of the existing credential and will avoid a break in the validity cycle of the credential.

**Employment Eligibility**

Individuals currently employed or individuals who are in the process of being hired by a DC Local Educational Agency (LEA) should consult with LEA officials where employment is being sought for direction regarding the impact of this guidance on employment eligibility. Possession of a valid credential is required to hold a position as a teacher, school service provider, or principal with the District of Columbia Public Schools (DCPS).

**Questions**

If you have questions relating to this guidance contact Tony Graham at [anthonys.graham@dc.gov](mailto:anthonys.graham@dc.gov).

For resources and more information on the District of Columbia Government's response to coronavirus (COVID-19), please visit <https://coronavirus.dc.gov/>.