

Certification Audit – Standard Office Procedure

Fall Review Process

1. Certification Review Process for certificates/licenses expiring - **January 31st** (To be done every October)
2. Run WinCap report for Units 60, 90, 92, 93, 94, 00, & 01 with expiration date of **02/01/___**.
3. Work with Certification Office to verify/update status, as needed. (Large list to be reduced by RCO.)
4. Certification Office will send email to Employee (A. uncertified email or B. due to expire email; language on file), with PDF of:
 - A. Signed Letter from Director of HR; and
 - B. missing requirements and copy Director of HR, Asst. Supt for Student Services, Director, Supervisor, Certification Officer and Personnel File.
5. If verification comes in, give to Patti Sherlock to update WinCap accordingly and provide email update to individuals in #4 above.
6. Note file to follow up with employee 2 weeks later.
7. Mandatory Meetings (Main Campus and McEvoy) scheduled after 2 week follow up. RCO, Director of HR and Assistant Superintendent to attend.

Spring Review Process

1. Certification Review Process for certificates/licenses expiring – **August 31st** (To be done every March)
2. Run WinCap report for Units 60, 90, 92, 93, 94, 00, & 01 with expiration date of **09/01/___**.
3. Work with Certification Office to verify/update status, as needed. (Large list to be reduced by RCO.)
4. Certification Office will send email to Employee (A. uncertified email or B. due to expire email; language on file), with PDF of:
 - A. Signed Letter from Director of HR; and
 - B. missing requirements and copy Director of HR, Asst. Supt for Student Services, Director, Supervisor, Certification Officer and Personnel File.
5. If verification comes in, give to Patti Sherlock to update WinCap accordingly and provide email update to individuals in #4 above.
6. Note file to follow up with employee 2 weeks later.
7. Mandatory Meetings (Main Campus and McEvoy) scheduled after 2 week follow up. RCO, Director of HR and Assistant Superintendent to attend.