



**COLUMBUS CITY SCHOOLS  
HUMAN RESOURCES  
NOTIFICATION OF ELIGIBILITY  
FOR CONTINUING CONTRACT**

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**School:** \_\_\_\_\_  
**Employee Number** \_\_\_\_\_

In accordance with CEA Contract Article 401.16, to be eligible to receive a continuing contract, you **MUST** have the following:

**CERTIFICATION**

- A five-year professional license or a permanent certificate shall be on file in Human Resources. The certificate/license should be received in Human Resources on or before **March 1, 2019**.

**EXPERIENCE**

- At the conclusion of this school year, you must have completed three years of successful Columbus teaching experience within the last five years **OR** if you previously had a continuing contract in Columbus or another Ohio district, you must have completed two successful years of Columbus experience.

**UNDER THE NEW LICENSING STANDARDS YOU MUST ALSO MEET THE FOLLOWING COURSEWORK REQUIREMENT**

- If you hold a master's degree at the time of initially receiving a teacher's certificate/license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.
- If you do not hold a master's degree at the time of initially receiving a teacher's certificate/license, thirty (30) semester hours of 300 level coursework or above in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.

**If you believe that you will be completing the requirements making you eligible for a continuing teacher contract for the 2019-20 school year, you must return this notification with original official transcripts (showing requisite coursework has been met), to Human Resources, 270 E. State Street, by March 1, 2019. If you have questions on eligibility requirements, please contact Teacher Certification/ Licensure at 614-365-5658.**

The section below will be returned to you upon receipt of this notification.

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**FOR HUMAN RESOURCES USE ONLY**

Continuing Contract Notification Received From:

\_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Received by: \_\_\_\_\_