May 24, 2011

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina’trentai Unu Na Liheslaturan Guahan
155 Hesler Street
Hagåtña, Guam 96910

Dear Madame Speaker:

Transmitted herewith is Substitute Bill No. 117-31 (COR) “AN ACT TO ADD A NEW CHAPTER 8 TO TITLE 5A, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION RULES & REGULATIONS”, which I signed into law on May 23, 2011 as Public Law 31-50.

Senseramente,

EDDIE BAZA CALVO

Attachment: copy of Bill
CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN

This is to certify that Substitute Bill No. 117-31 (COR), "AN ACT TO ADD A NEW CHAPTER 8 TO TITLE 5A, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION RULES & REGULATIONS", was on the 2nd day of May 2011, duly and regularly passed.

Judith T. Won Pat, Ed.D.
Speaker

Attested

Tina Rose Muña Barnes
Legislative Secretary

This Act was received by I Maga’lahen Guåhan this 16th day of May, 2011, at 2:20 o'clock P.M.

EDWARD J.B. CALVO
I Maga’lahen Guåhan
MAY 23 2011

Approve:

Assistant Staff Officer
Maga’lahi’s Office

Public Law No. 31-50
AN ACT TO ADD A NEW CHAPTER 8 TO TITLE 5A, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION RULES & REGULATIONS.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Approval of Administrative Rules and Regulations. The Administrative Rules and Regulations of the Guam Commission for Educator Certification submitted to I Mina’Trentai Unu Na Liheslaturan Guåhan (the 31st Guam Legislature) by the Guam Commission for Educator Certification on
February 18, 2011, as amended by I Liheslaturan Guåhan (the Guam Legislature) are hereby approved.

Section 2. A new Chapter 8 is hereby added to Title 5A, Guam Administrative Rules and Regulations, to read as follows:

“CHAPTER 8
GUAM COMMISSION FOR EDUCATOR CERTIFICATION

§8101. Introduction.

§8102. Definitions.


§8104. Issuance of Certificates, General.

§8105. Certificates for Teachers, General.

§8106. Certificates for Chamorro Language and Culture Teachers.

§8107. Certificates for Preschool Teachers.

§8108. Certificates for Career and Technical Education Teachers.

§8109. Certificates for Reading Specialists.

§8110. Certificates for School Administrators.

§8111. Endorsements for School Librarians.

§8112. Certificates for School Counselors.

§8113. Extension on Certification.

§8114. Fees.

§8115. Disciplinary Action.

§8116. Code of Ethics.

§8117. Reinstatement of Certification After Suspension.

§8118. Severability.

§8119. Adoption and Amendment of Rules.
§8101. Introduction.

(a) Purpose. The purpose of adopting the rules of procedure is to ensure the proper performance of the duties of the Guam Commission for Educator Certification (hereinafter known as the Commission or GCEC) by the regulation of procedures, meetings, records, and conduct thereof.

(b) Requirements for Adoption. The adopted rules of procedure must be consistent with the Organic Act and the laws of Guam. The rules must be promulgated and approved by the Commission and they must be adopted in accordance with the Administrative Adjudication Law.

(c) Authority of Rules. Rules of procedure adopted by the Commission shall be binding upon persons issued certificates under Chapter 27 of Title 17, Guam Code Annotated (Public Law 29-73).

§8102. Definitions.

The following definitions and terms, when used in these rules and regulations, shall have the following meanings unless the context clearly indicates otherwise:

(a) Accredited Institution means a United States regionally accredited college or university or a foreign equivalent.

(b) Acceptable Grades for Credit means grades in courses to earn acceptable credit must be passing grades in accordance with the institution where the courses were taken.

(c) GPA refers to the acceptable Grade Point Average.

(d) Administrator means an educator whose primary duties involve:

(1) program development, or (2) supervision or internal management of a school, school program, or school system.

(e) Approved Program means a program for preparation of professional educators, which is offered through an accredited institution
and has been approved by the commission for professional educator
certification in which the program is provided and includes a supervised
student teaching/internship field experience.

(f) CACREP (Council for Accreditation of Counseling and Related
Education Programs) is an accrediting body for counseling and related
programs.

(g) Certification is a license qualifying the recipient to practice as a
professional educator on Guam.

(h) Clock Hours means actual time spent in professional
development.

(i) Commission means the Guam Commission for Educator
Certification, as established under Chapter 27 of Title 17 Guam Code
Annotated (Public Law 29-73).

(j) Course means an instructional unit that has one (1) or more
academic credits.

(k) Continuing Education Unit is a non-credit unit used by
regionally accredited post-secondary institutions that are members of the
International Association for Continuing Education and Training (IACET).
Ten (10) contact hours is equivalent to one (1) CEU. The CEU credit cannot
be used for degree credit requirements. For re-certification purposes, three
(3) CEU credits will equal to one (1) semester credit.

(l) Credential refers to the documents that constitute evidence of
training, licensure, experience, and expertise of a practitioner.

(m) Educator is a teacher, administrator, or support professional
required by the Commission to hold a certificate.

(n) Endorsement is recognition of qualifications in a specialized
field as indicated on the certificate.
(o) Evaluation indicates the most recent professional evaluation supplied by a supervisor.

(p) Executive Director refers to the Executive Director of the Office of the Guam Commission for Educator Certification, pursuant to Chapter 27, 17GCA (Public Law 29-73).

(q) Guam Certification Office means the administrative office of the Guam Commission for Educator Certification, pursuant to Chapter 27, 17GCA (Public Law 29-73).

(r) IRA means the International Reading Association.

(s) Mentorship refers to a program that provides peer guidance to a new educator or administrator, and is approved by Guam Department of Education or an accredited institution.

(t) NCATE is the National Council for Accreditation of Teacher Education. It is one of the U.S. accrediting bodies for teacher education colleges and institutions.

(u) NASDTEC Interstate Agreement means the contract sponsored by the National Association of State Directors of Teacher Education and Certification (NASDTEC) concerning reciprocal licensing of educational personnel among participating jurisdictions.

(v) Praxis I means the pre-professional skills test that measures basic academic skills in reading, writing, and mathematics from Educational Testing Service (ETS).

(w) Praxis II means a subject assessment from Educational Testing Service of knowledge in a specialty or content area.

(x) Praxis II PLT means an assessment of pedagogy (Principles of Learning and Teaching) from Educational Testing Service (ETS).
Professional Activities refer to a variety of activities which meet a goal for educator improvement and professional growth, and may include college and university credits, attending or presenting workshops, seminars, conferences, action research, curriculum development, work experience, district or school committee work, advisorships, mentoring, presentations at conferences, publications, or work on special projects.

Professional Growth Plan (PGP) is the component of the evaluation program completed by the educator, and approved by the site administrator. It is based on the educator performance standards, and professional activities and/or courses to fulfill the identified standards in the candidate’s school/district. The Guam PGP information can be located at the websites for GCEC and the Guam Department of Education.

Years of Experience refers to acceptable determination for teacher or administrator length of service as per respective employment agreement.


(a) Composition and Function of the Commission. The composition, duties, functions, powers and responsibilities of the Guam Commission for Educator Certification (Commission) shall generally be as provided and authorized in Chapter 27 of Title 17, Guam Code Annotated.

(b) Ex-Officio Members. The ex-officio members of the Commission shall be those identified in §27003 of Title 17, Guam Code Annotated. Ex-officio members shall not vote in the proceedings of the Commission, but may introduce and discuss motions in public meetings of the Commission.

(c) Officers of the Commission. The officers of the Commission, elected by the voting members, shall be a Chairperson, Vice-Chairperson,
and a Treasurer. The Executive Director shall serve as the Executive Secretary in accordance with §27019 of Title 17, Guam Code Annotated. Each officer shall have duties, functions, powers and responsibilities:

(1) as prescribed for such office by law;

(2) which, by general consent and parliamentary custom, pertain to such office, consistent with the law; and

(3) as are consistent with the foregoing and which, in addition, the Commission may prescribe.

(d) Election and Term of the Chairperson of the Commission. The Chairperson shall be that person so designated as the presiding officer for a term of two (2) years, in accordance with §27005 of Title 17, Guam Code Annotated. The Chairperson shall be elected from among the voting members of the Commission.

(e) Election and Term of Other Officers of the Commission. The Vice-Chairperson and the Treasurer shall be elected and shall serve a term in the same manner as the Chairperson.

(f) Executive Secretary. The Executive Director shall serve as the Executive Secretary of the Commission, appointed by the Commission in accordance with §27018 and §27019 of Title 17, Guam Code Annotated.

(g) Duties of the Chairperson of the Commission. The duties of the Chairperson shall be to call and preside at all meetings of the Commission; to call special meetings of the Commission; to serve ex-officio as a member of all standing, designated or advisory committees of the Commission; to appoint committees and to take such other action as is consistent with these rules or the laws. The Chairperson is entitled to vote on all matters before the Commission.
(h) **Duties of the Vice-Chairperson of the Commission.** The duty of the Vice Chairperson *shall* be to perform the duties of the Chairperson at his or her request or in case of his or her absence or incapacity.

(i) **Duties of the Treasurer of the Commission.** The duties of the Treasurer *shall* be to report to the Commission on the finances of the Commission at each regular meeting of the Commission; to present an annual budget to the Commission for approval; and to perform the duties of the Chairperson in case of the absence of both the Chairperson and the Vice Chairperson.

(j) **Duties of the Executive Secretary of the Commission.** The Executive Secretary of the Commission *shall* serve ex-officio as a member of the Commission and have the following duties: to give notice of all regular and special meetings of the Commission and to compile and distribute the agenda for each such meeting with the notice thereof; to record the proceedings of the Commission in a book or books to be kept therefore; to preserve all documents, papers and records determined by the Commission to be a part of its official records; to conduct correspondence as directed by the Commission and to certify official documents and proceedings; and to carry out all statutory responsibilities.

(k) **Executive Secretary Designees.** The Executive Secretary, with the written approval of the Chairperson, may designate an employee of the Commission to carry out the duties set forth in Subsection (j) of this Section under the direction of the Executive Secretary. During the absence or incapacity of the Executive Secretary, the duties of Executive Secretary *shall* be performed by such designee and, in the absence of such designee, by such other person as may be designated by the Chairperson.
(l) **Removal of Officers and Committee Chairpersons.** Four (4) affirmative votes of the Commission’s membership shall be required for the removal of the Chairperson, the Vice Chairperson, the Treasurer or any Committee Chairperson.

(m) **Committees of the Commission.**

(1) **Practice of the Commission.** The Commission shall act upon matters considered, and upon recommendations made, by designated committees of the Commission, but any member may present matters to the Commission for consideration without prior reference to a committee.

(A) The Chairperson may appoint such committees of the Commission as may be deemed necessary, provided that each such committee shall be automatically discharged on completion of its assignment or otherwise as the Chairperson may designate.

(B) The Chairperson shall be a member ex-officio of each committee. Any member of the Commission may attend any meeting of any committee of the Commission.

(C) Temporary work assignments of a functional or project nature may be made by the Chairperson of the Commission to individual members of the Commission, each such assignment to terminate automatically upon the report to, and final action by the Commission on such project.

(D) Notice of all committee meetings shall be given to all members of the Commission. Such notice shall be no less than the minimum possible notice under the Open Government Law.
Meetings of the Commission.

(1) Requirements for Public Notice. All meetings of the Commission shall be publicly noticed in accordance with Chapter 8 of Title 5, Guam Code Annotated, otherwise known as the Open Government Law.

(2) Regular Meetings. The regular meetings of the Commission shall be held at least quarterly, as mandated by law. All regular meetings shall be held on Guam.

(3) Notice to Commission Members of Meetings. Written notice of each regular meeting of the Commission shall be given to each member at least ten (10) days prior to the date fixed for the meeting, which notice shall state the time and place of the meeting and, in the case of special meetings, the purpose for which it has been called.

(4) Agenda of Regular Meetings. A written agenda of matters to be considered at each regular meeting shall be determined by the Chairperson, attested by the Executive Secretary, and given to each Commission member no less than ten (10) days prior to the date fixed for a regular meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Chairperson by:

   (A) committees of the Commission relating to their reports;

   (B) any Commission member, given to the Chairperson twelve (12) days prior to the date of the regular meeting at which consideration is desired and containing a title and/or description of the agenda items.
(C) The Commission Chairperson will provide, on a timely basis, to other Commission members reason for removing an agenda item after it has been posted, in accordance to §27013 of Title 17, Guam Code Annotated.

(5) **Special Meetings.** Special meetings of the Commission may be held at any time and at any place on Guam. Special meetings may be called by the Chairperson or by a majority of the members then serving on the Commission by a written notice to the Executive Secretary in which the time, place and purpose of the meeting are set forth.

(6) **Quorum.** A quorum shall consist of four (4) voting members. Actions of the Commission shall be carried by a vote of not less than four (4) voting members, in accordance with §27013 of Title 17, Guam Code Annotated.

(7) **Rules of Order.** Unless otherwise specified in these rules, all meetings of the Commission shall be conducted in accordance with Robert’s Rules of Order Revised.

(8) **Action at Commission Meetings.** Except in an emergency, the Commission shall take action on a matter of policy only when the matter has been discussed by the Commission at a previous meeting. This provision may be waived by a unanimous vote of the members present. For purposes of this Rule, an emergency shall first be declared by a vote of five (5) members.

(9) **Public Participation Policy.** It is the policy of the Commission to encourage and permit public comment on matters within the Commission’s jurisdiction.
(A) **General Public Comment.** The Commission shall include general public comment as an agenda item at each regular meeting of the Commission.

(B) **Comment, Not Debate.** During public comment, speakers shall address their remarks to the Commission as a whole and not to individual Commission members, Commission personnel, or the audience.

(C) **Recording Commission Proceedings.** Members of the public may record Commission meetings while not under executive session with an audio or video recorder, or still or motion picture camera.

(o) **Compensation and Expenses.** A Commission member shall receive compensation for serving on the Commission in the amount of Fifty Dollars ($50.00) for each Commission meeting attended. A member is entitled to reimbursement for actual and necessary expenses incurred in performing functions as a member of the Commission, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

(p) **Executive Director.** The Commission shall employ and determine the compensation of an Executive Director, who shall be responsible to carry out all statutory responsibilities, the administration of the policies of the Commission, and to manage the daily operations of the Commission. The Commission shall annually evaluate the performance of the Executive Director.

(q) **Relationship of the Commission to Executive Director.** Pursuant to §27019 of Chapter 27, Title 17, Guam Code Annotated, although the relationship between the Executive Director and individual
Commission members is collegial, the relationship of the Commission to the Executive Director is hierarchical. The Executive Director is accountable only to the Commission as whole, and not to individual Commission members.

(r) **Employment of Personnel.** The Executive Director shall hire other staff according to the staffing pattern approved by the Commission. Employment of persons shall be in accordance with §27018 of Title 17, Guam Code Annotated.

(s) **Budget.** Prior to October 1st of each year, the Executive Director shall prepare, for approval and consideration by the Commission, a budget for the following fiscal year. Upon appropriation by the I Liñeslaturan Guåhan, the Commission shall make expenditures from this budget for the purposes as stated.

(t) **Accounting Procedures.**

(1) **Cash Receipts.** A receipt shall be issued for all money received by the Commission. The Executive Director, or designated entity, shall oversee all money paid to the Commission. The Executive Director shall keep appropriate books on behalf of the Commission, and shall record in a cash receipt book a record of all money received as stated in the law.

(2) **Cash Disbursements.** All cash disbursements shall be supported by invoices or purchase orders. All cash disbursements shall be recorded in the cash disbursement book.

(3) **Financial Reports.** Financial reports shall be prepared and disseminated by the Executive Director in accordance to the current applicable General Appropriations Act. A copy of each report
shall be furnished to the Commission Treasurer on or before the next regular Commission meeting after submission.

(4) Publications of the Commission. The publications of the Commission shall include, but not be limited to:

(A) a roster showing the name of each certificate holder, which shall be revised annually;

(B) the complete current text of the laws, rules and regulations governing educator certification; and

(C) the Annual Report of the Commission, which shall be published no later than ninety (90) days after the end of the fiscal year.

§8104. Issuance of Certificates, General.

(a) Certificates, General. The Certificates issued by the Commission shall be those listed in these rules and regulations accompanied by their specific certification requirements and subject to the provisions of these rules and regulations.

(b) Examination of General Knowledge. All candidates for Guam Professional Educator Certification, except for those listed in Subsection (c) of this Section, shall take and pass the test of essential skills in reading, writing, and mathematics known as PRAXIS I. Applicants shall designate that the Guam Certification Office receive official test scores from ETS. Guam’s passing scores for PRAXIS are those scores for Guam as published by ETS.

(c) Exemption from Examination of General Knowledge Requirement. Candidates for the following certificates, due to their unique specialization, shall be exempt from the Examination of General Knowledge Requirement under Subsection (b) of this Section:
1 (1) all Certificates for Chamorro Language and Culture under §8106 of this Chapter;
2 (2) all certificates issued for Basic Preschool provided under §8107 of this Chapter; and
3 (3) all certificates issued for Career and Technical Education under §8108 of this Chapter;
4 (d) Examination of Specialization or Content Area Knowledge. Where applicable, candidates for Guam Professional Educator Certification shall pass an appropriate test for content area knowledge. Where no content area test has been approved by the Commission, Guam’s content test passing score shall be the Praxis II test passing score adopted by the State of Hawaii or a score reflecting eighty percent (80%) pass rate of the average maximum range respectively.
5 (e) Examination of Pedagogical Knowledge. Candidates for Guam Professional Teacher Certification shall pass a test for pedagogical knowledge.
6 (f) Certification Validity Date. A certificate shall be valid from the date that the certificate is issued by the Guam Certification Office. The length of certification of that particular certificate shall be specified by GCEC rule, unless revoked, suspended, or extended by the Commission.
7 (g) Renewal of Expired Certification. Any person holding an expired Guam Professional Certification is subject to the following:
8 (1) if such certification expired five (5) years or less from the date of application for reinstatement, such person shall complete the requirements for recertification specified in regulations in effect during the validity period of the expired certificate; or
(2) if such certification expired more than five (5) years from
the date of application for reinstatement, such certificate shall not be
eligible for renewal. The applicant must apply for initial certification
pursuant to current requirements.

(h) Recency of Study. All applicants seeking professional
certification must satisfy recency of study through one (1) of the following
routes:

(1) completion of six (6) semester hours or equivalent credits
in professionally related course work earned within five (5) years
preceding the date of application; or

(2) completion of at least one (1) full year of acceptable
school experience (teaching, administrative, or program specialist)
within five (5) years preceding the date of application while working
in one (1) of the fifty (50) states on a valid certificate issued by that
state.

(i) Basis for Certification. College credits or degrees to be
applied towards fulfilling certification requirements must be from accredited
colleges or universities of the United States, or any of its administrative
jurisdictions notwithstanding any provisions to the contrary contained in
these rules.

(j) Transcripts. Official transcripts, furnished by the college or
university, shall be the basis for determining the educational qualifications
of an applicant for certification. Transcripts shall be forwarded from the
university or college to the Guam Certification Office or by the applicant in
an unopened, unaltered envelope sealed by the registrar.

(k) Continuing Education Units. Continuing Education Units
(CEU) may be used for recertification. For re-certification purposes, three
(3) CEU will equal to one (1) semester credit. The CEU cannot be used for degree credit requirements. For Continuing Education Units to be counted for recertification, they must be acquired from a program affiliated with a regionally accredited institution.

(l) **Holders of Degrees from NCATE-Accredited Institutions.**
Holders of degrees in teacher preparation awarded by an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) shall be eligible for an Initial Educator Certificate.

(m) **Interstate Reciprocity.** Individuals holding a valid state teaching credential, such as a license or certificate, may qualify for an initial Guam certificate with comparable endorsement areas provided such license is issued by a state that has signed the NASDTEC Inter-State Agreement and is a full credential without deficiencies; or holds national certification from the National Board for Professional Teaching Standards (NBPTS).

(n) **Graduate of Foreign Institutions of Higher Learning.**
Graduates of foreign institutions of higher learning, to be granted a certificate, must meet the Professional certification requirements of this policy. The applicant’s transcripts must be evaluated by an agency that is capable of determining the country’s educational system where the coursework was completed. The list of agencies is available at the Guam Certification Office. A credential evaluation report, including an equivalency summary, is required. A course-by-course evaluation, including the equivalency in United States semester credit hours and United States grade equivalent, is necessary. A detailed report is required for the GCEC to be able to determine if an equivalent teacher education program has been completed.
(o) **Related Work Experience.** A statement signed by an appropriate authorized official of a school district or other employing agency *shall* be the basis for determining the experience qualifications of an applicant for certification.

(p) **Guam History or Culture.** All persons issued an educational professional certificate and who have *not* completed a three (3) semester credit course in Guam history or culture *shall* complete one (1) such course during the first year after certification. Failure to meet this requirement *shall* constitute sufficient cause to cancel the certificate until the deficiency is corrected.

(q) **Special Policy for Incumbents as of the School Year 1953-54.** Holders of certificates by the Guam Department of Education as of the School Year 1953-54 *shall* be given credit for years of successful experience and for attendance at Guam Summer Institutes and normal school, provided they were of *at least* six (6) weeks duration, and were operated by the Department of Education. After that date, *only* college credits earned will be credited toward certificates.

(r) **Masters Degree Equivalent for Certain Incumbents.** Those incumbents of the Guam Department of Education who earned what is known as “masters degree equivalent” status under the policies of the Guam Education Policy Board between August 22, 1966 and August 8, 2007 *shall* retain such a status for certification purposes.

(s) **Alternative Certification (Fast Track).** Individuals participating in the concentrated course program focused on the Department of Education certification requirements known and referred to as the “Fast Track Teacher Certification Program” *shall* waive student teaching or internship teaching requirements with evidence of two (2) years of
documented and verifiable teaching experience. Teaching experience shall be scholastic in nature and include college/university, vocational, military, business sector, or any other related area. Both years of teaching experience must indicate satisfactory performance. [Pursuant to P.L. 29-02].

§8105. Certificates for Teachers, General.

(a) Temporary Teaching Certificate.

(1) Minimum Qualifications. A Temporary Teaching Certificate may be issued to an applicant who presents evidence that he or she has completed a Bachelor’s degree and a passing score on Praxis-I.

(2) Length of Certification. The length of certification of a Temporary Teaching Certificate shall be two (2) years.

(3) Renewability. A Temporary Teaching Certificate may be renewed one (1) time provided the applicant presents evidence of the following:

(A) earned twelve (12) semester hours applicable to the requirements of an Initial Educator Certificate, within the certification validity period; and

(B) satisfactory performance evaluation.

(4) Holders Issued Certificates Known as “Emergency” by the Department of Education. A holder of a certificate known as an “Emergency” teaching certificate issued under Guam Education Policy Board Policies 1000.21, 1000.22, 1000.24, 1000.25, 1000.27, 1000.144 or 1000.20(B) may be issued a Temporary Educator Certificate under §8105(a) of this Chapter provided they meet the minimal qualifications of the Temporary Educator Certificate and met the applicable renewal requirements of the certificate issued under the
respective policies of the Board. Holders of Temporary Educator Certificates issued under this Sub-rule shall be subject to renewal requirements of the Temporary Educator Certificate.

(b) Initial Educator Certificate.

(1) Minimum Qualifications. An Initial Educator Certificate may be issued to an applicant who presents evidence of the following:

(A) earns a degree from an approved Educator Preparation Program from an accredited college or university, or from an approved Educator Preparation Program from a recognized foreign institution of higher learning recognized by the U.S. Council for Higher Education Accreditation (CHEA) or its successors;

(B) for non-education preparation program graduates, presents evidence of successfully completing the following requirements: earns a degree from an accredited college or university; or completion of an approved program (in content area) from an accredited college or university; and completes educational program aligned with Guam Professional Teacher Standards;

(C) grade point average of 2.70 or higher; and

(D) successfully passes Praxis I and Praxis II Principles of Learning (PLT) tests.

(2) Length of Certification. The length of certification for an Initial Educator Certificate shall be three (3) years. The certificate holder shall be required to work as an Initial Educator for two (2) years in order to qualify for a Professional Educator Certificate.
Renewability. An Initial Educator Certificate shall not be renewable.

Professional Educator Certificate.

Minimum Qualifications. A Professional Educator Certificate may be issued to an applicant who presents the following evidence:

A) fulfillment of all educational requirements for the Initial Educator Certificate or the Initial Educator Chamorro Language and Culture Teaching Certificate and provides evidence of the following:

B) completion of requirements related to Guam History or Guam Culture;

C) completion of sixty (60) clock hours of professional activities;

D) satisfactory performance evaluation and/or completion of Professional Growth Plan as approved by on-site administrator;

E) completion of a one (1) year mentorship in a Guam school; and

F) completion of two (2) years as an Initial Certificate Holder.

Length of Certification. The length of certification for a Professional Educator Certificate shall be five (5) years.

Renewability. A Professional Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Professional Educator
Certificate *shall* be considered in good standing to retain such certificate by presenting evidence of the following:

(A) completion of ninety (90) clock hours of professional activities to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on-site; and

(B) satisfactory performance evaluation.

(4) **Holders of Professional I Certificates Issued by the Department of Education.** Notwithstanding Subsection (c) of this Section, a Professional Educator Certificate may be issued to a holder of a valid or recently expired “Professional I” Certificate issued under Guam Education Policy Board Policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional I certification period.

(d) **Master Educator Certificate.**

(1) **Minimum Qualifications.** A Master Educator Certificate may be issued to an applicant who presents evidence of the following:

(A) he or she meets all educational requirements for the Initial Educator Certificate and the Professional Educator Certificate;

(B) has a minimum of at least five (5) years of satisfactory teaching experience; and

(C) has earned a Master’s Degree and/or is a National Board Certified Teacher.
(2) **Length of Certification.** The length of certification for a Master Educator Certificate shall be ten (10) years.

(3) **Renewability.** A Master Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Master Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:

   (A) completion of one hundred twenty (120) clock hours of professional activities, to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on site, and

   (B) satisfactory performance evaluation.

(4) **Holders of Professional II Certificates Issued by the Department of Education.** A Master Educator Certificate may be issued to a holder of a “Professional II” Certificate issued under Guam Education Policy Board Policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional II certification period. No Master Educator Certificate issued under this rule shall be renewed for an applicant who does not provide evidence of having completed a Master’s degree.

(e) **Professional Endorsement for Specialty Areas.** Educators wishing to certify in multiple content areas, or to add an additional area, are able to apply for an endorsement on their existing certificate. To qualify for an endorsement, the applicant must provide evidence of the successful completion of fifteen (15) credit hours in the field. There will be an additional charge for the endorsement which will last the term of the existing
certificate. Specialty areas for consideration are library science, instructional technology, visually impaired, orientation and mobility, deaf and hearing impaired, speech, media specialist, or other specialty areas as approved by GCEC.

§8106. Certificates for Chamorro Language and Culture Teachers.

(a) Temporary Chamorro Language and Culture Teaching Certificate.

(1) Minimum Qualifications. A Temporary Chamorro Language and Culture Teaching Certificate may be issued to an applicant who presents evidence of completing thirty (30) semester hours of college credit, to include at least six (6) semester hours of Chamorro language; and proficiency in the language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) Length of Certification. The length of certification of the Temporary Chamorro Language and Culture Teaching Certificate shall be two (2) years.

(3) Renewability. The Temporary Chamorro Language and Culture Teaching Certificate may be renewed one (1) time provided that evidence of satisfactory performance evaluation and proof of having earned twelve (12) semester hours applicable to Initial Educator and/or Chamorro Language & Culture Teaching Certificate requirements within the certification validity period.

(b) Basic Educator Chamorro Language and Culture Teaching Certificate.
(1) **Minimum Qualifications.** Basic Educator Chamorro Language and Culture Teaching Certificate may be issued to an applicant who:

(A) presents evidence of completing sixty (60) semester hours of college credit to include at least twelve (12) semester hours of *Chamorro* language; and

(B) demonstrates proficiency in the *Chamorro* language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) **Length of Certification.** The length of certification of the Basic Educator Chamorro Language and Culture Teaching Certificate shall be two (2) years.

(3) **Renewability.** Basic Educator Chamorro Language and Culture Teaching Certificate may be renewed any number of times provided the certificate holder submits:

(A) evidence of satisfactory performance evaluation; and

(B) evidence of six (6) or more semester hours of college credit applicable to Initial Educator and/or Chamorro Language and Culture Teaching Certificate requirements within the validity of certificate.

(c) **Initial Educator Chamorro Language and Culture Teaching Certificate.**

(1) **Minimum Qualification.** The Initial Educator Chamorro Language and Culture Teaching Certificate may be issued to an applicant who, in addition to meeting such certificate’s minimum experience and Chamorro Language requirements, presents evidence
of completing a Bachelor’s degree and fulfilling the requirements for educational credits.

(2) Length of Certification. The length of certification of the Initial Educator Chamorro Language and Culture Teaching Certificate shall be three (3) years.

(3) Renewability. The Initial Educator Chamorro Language and Culture Teaching Certificate is non-renewable. The holder of a Chamorro Language and Culture Teaching Certificate, on or before expiration date, shall apply for Professional Certificate as per the requirements in §8105 (c) of this Chapter.

§8107. Certificates for Preschool Teachers.

(a) Basic Educator Preschool Certificate.

(1) Minimum Requirements. An associate degree in early childhood education; or an associate degree in a field related with equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-age children, or a baccalaureate degree or advanced degree in early childhood education, and has not taken and/or passed the PRAXIS I, or a baccalaureate or advanced degree in a related field and coursework equivalent to a major related to early childhood education and experience teaching preschool-aged children and has not taken and/or passed PRAXIS I. The degree must be from a U.S. regionally accredited post-secondary learning institution.

(2) Length of Certification. The length of certification of a Basic Educator Preschool Certificate shall be three (3) years.

(3) Renewability. The Basic Educator Preschool Certificate may be renewed any number of times with evidence of satisfactory
performance evaluation; by the administrator; and fifteen (15) clock
hours of Head Start specific in-service professional development that
is classroom focused and regularly evaluated by the Head Start
program of the Guam Department of Education. The holder of a
Basic Educator Preschool Certificate, on or before the expiration date,
may apply for Initial Educator Certificate as per the requirements in
§8105 (c) of this Chapter.

§8108. Certificates for Career and Technical Education
(CTE) Teachers.

(a) Temporary Career and Technical Education (CTE)
Teaching Certificate.

(1) Minimum Requirements. The Temporary CTE
Teaching Certificate may be issued to an applicant who presents
evidence of graduation from high school or a GED equivalence, and
must have completed eight (8) years of full-time employment in a
recognized trade in the area of specialty.

(2) Length of Certification. The length of certification of a
Temporary CTE Teaching Certificate shall be two (2) years.

(3) Renewability. The Temporary CTE Teaching
Certificate may be renewed one (1) time with evidence of satisfactory
performance evaluation and completion of six (6) semester hours in
career and technical education.

(b) Basic Career and Technical Education Teaching Certificate.

(1) Minimum Requirements. The Basic CTE Teaching
Certificate may be issued to an applicant who presents evidence of
either of the following educational qualifications: completion of an
Associate Degree in the area of specialty and at least twelve (12)
semester hours of credit in CTE teaching methods, CTE curriculum, CTE Assessment, CTE philosophy and CTE laboratory management; 
or

completion of an Associate Degree in Education with at least eighteen (18) credit hours in area of specialty and twelve (12) semester hours in career and technical education.

(2) **Length of Certification.** The length of certification of a Basic Career and Technical Education Teaching Certificate shall be three (3) years.

(3) **Renewability.** The Basic Career and Technical Education Teaching Certificate may be renewed any number of times with evidence of satisfactory completion of at least twelve (12) semester hours towards a Bachelor’s degree in Basic Career and Technical Education or in the area of specialty and satisfactory performance evaluations.

(c) **Professional Career and Technical Education Teaching Certificate.**

(1) **Minimum Requirements.** The Professional Career and Technical Education Teaching Certificate may be issued to an applicant who:

(A) presents evidence of a Bachelor’s Degree in a technical area of specialty, such as Industrial Technology, Career and Technical Education, Technology Education, Industrial Arts, or Engineering, and including at least twenty-four (24) semester hours in Career and Technical Education; and
(B) presents evidence of either of the following: one year verifiable work related technical experience beyond the apprenticeship or learner level in the area of the technical specialty to be taught; or one (1) year recent successful teaching experience in the technical specialty area for which the candidate was professionally trained.

(2) **Length of Certification.** The length of certification of a Professional Career and Technical Education Teaching Certificate shall be five (5) years.

(3) **Renewability.** The Professional Career and Technical Education Teaching Certificate may be renewed any number of times by providing evidence of either of the following:

(A) six (6) graduate credits or six (6) professionally related undergraduate semester hours; and satisfactory performance evaluations; or

(B) eighteen (18) Continuing Education Units (CEU) or a combination of academic credits and CEU completed within the validity period of certificate and two hundred forty (240) hours of relevant industry experience; and satisfactory performance evaluations.

§8109. **Certificates for Reading Specialists.**

(1) **Minimum Qualifications.** A Reading Specialist Certificate may be issued to an applicant who presents evidence that he or she has passed the Praxis II (Reading Specialist -0300) exams assessment; completed a Master’s Degree in Language and Literacy/Reading as aligned with International Reading Association (IRA) standards; completed three (3) years of successful teaching
experience in the area of reading and/or language arts; and
successfully earned ninety (90) semester hours of supervised
internship or practicum within the Pre K – 12 levels.

(2) **Length of Certification.** The length of certification of a
Reading Specialist Certificate shall be five (5) years.

(3) **Renewability.** The Reading Specialist Certificate may
be renewed any number of times provided the holder presents
evidence of a satisfactory performance evaluation and the following
within the certification validity period:

(A) earned six (6) graduate credits related to the field
of literacy (i.e. reading, writing, English Second Language
(ESL), linguistics) that meet state-approved standards for
graduate level literacy courses; or

(B) ninety (90) clock hours of Professional Growth
activities aligned with IRA standards verified by site
administrator; or

(C) any combination of credits and professional
activities equivalent to ninety (90) clock hours.

§8110. **Certificates for School Administrators.**

(a) **Initial Administrator Certificate.**

(1) **Minimum Qualifications.** An Initial Administrator
Certificate may be issued to an applicant who presents evidence that
he or she has completed a Master’s Degree; five (5) years of full-time
classroom teaching experience; completion of an approved school
administration program; and a passing score on the School Leaders
Licensure Assessment (SLLA). The passing score shall be determined
by the Commission.
The approved school administration program includes skills for K-12 school level principal; and that it is aligned with the Guam School Administrator Standards; or the program is from a college or university within any of the fifty (50) states or administrative jurisdictions, and whose advance degree has been awarded by an institution accredited by the National Council for Accreditation of Teacher Education.

(2) **Length of Certification.** The length of certification for an Initial Administrator Certificate shall be three (3) years.

(3) **Renewability.** The Initial Administrator Certificate is *not* renewable.

(4) **Mentorship Requirement.** During the certification period and to be eligible for the Professional Administrator Certificate, the holder of an Initial Administrator Certificate shall provide evidence of completing a mentorship of *not less than* one (1) year, during the initial certification period, in a Guam school.

(b) **Professional Administrator Certificate.**

(1) **Minimum Qualifications.** A Professional Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Initial Administrator requirements; has completed three (3) years of school level administrative experience; presents evidence of satisfactory performance evaluation by the administrator; and has completed sixty (60) hours of professional activities.

(2) **Length of Certification.** The length of certification for a Professional Administrator Certificate shall be five (5) years.
(3) Renewability. The Professional Administrator Certificate is renewable any number of times. The applicant shall complete ninety (90) hours of professional growth activities; or provide a Professional Growth Plan concurred by the appropriate superintendent or immediate supervisor and/or satisfactory performance evaluation by supervisor.

(4) Special Policy for Holders of “Professional I” Certificates Issued through the Guam Department of Education. All holders of certificates known as the “Professional I” Certificate issued under the Guam Education Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Professional Administrator Certificate under these rules, provided they met the renewal requirements of the Board’s said policy.

(c) Master Administrator Certificate.

(1) Minimum Qualifications. A Master Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Professional Administrator requirements; has completed thirty (30) graduate credits in school leadership or a related field beyond the Master’s Degree; presents evidence of satisfactory performance approved by the administrator; and has completed ninety (90) hours of professional activities.

(2) Length of Certification. The length of certification for a Master Administrator Certificate shall be ten (10) years.

(3) Renewability. The Master Administrator Certificate is renewable any number of times. A certificate holder shall provide evidence of completing one hundred twenty (120) hours of
professional growth activities during the certification period; and present evidence of satisfactory performance approved by the administrator.

4 (4) Special Policy for Holders of Master Certificates Issued through the Guam Department of Education. All holders of certificates known as the “Professional II” or “Professional III” certificate issued under the Guam Education Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Master Administrator Certificate under these rules, provided they met the renewal requirements of the Board’s said policy.

§8111. Endorsements for School Librarians.

(a) Temporary School Librarian Endorsement.

(1) Minimum Qualifications. A Temporary School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher with a minimum of five (5) years of full-time teaching experience and has completed six (6) semester hours in library science.

(2) Length of Endorsement. The length of endorsement for a Temporary School Librarian Endorsement shall be two (2) years.

(3) Renewability. A Temporary School Librarian Endorsement may be renewed two (2) times, provided that evidence of satisfactory evaluations as a school librarian and an official transcript which indicates six (6) semester hours toward professional school librarian endorsement has been acquired.

(b) Professional School Librarian Endorsement.
(1) **Minimum Qualifications.** A Professional School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher; has completed *at least* twenty-four (24) semester hours of library science courses aligned with American Library Association (ALA) and/or American Association of School Librarians (AASL) standards (in classification and cataloging; selection and acquisition of library materials; library/media administration; reference services; application of library automation and information access; internship or practicum) or has received a certificate of completion from a certified library science program from a regionally accredited university; presents evidence that he or she has completed five (5) years of teaching experience; and presents evidence of a satisfactory evaluation from the administrator.

(2) **Length of Endorsement.** The length of endorsement for a Professional School Librarian Endorsement *shall* be the same as the educator certificate held by the applicant.

(3) **Renewability.** A Professional School Librarian Endorsement may be renewed any number of times, *provided* that he or she presents evidence of satisfactory service as a school librarian; completion of ninety (90) hours of professional activities, to include semester hours in courses that will enhance the school librarian's work (such as courses in specific content areas, education courses, and library science courses); and Continuing Education Units, or Professional Growth Plan requirements, as approved by the administrator that have been acquired within the preceding five (5) years.

§8112. **Certificates for School Counselors.**
(a) **Temporary School Counselor Certificate.**

(1) **Minimum Qualifications.** A Temporary School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:
   
   (A) earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling; and
   
   (B) successfully passed Praxis I (PST).

(2) **Length of Certification.** The length of certification for a Temporary School Counselor Certificate shall be two (2) years.

(3) **Renewability.** A Temporary School Counselor Certificate shall not be renewable.

(b) **Initial School Counselor Certificate.**

(1) **Minimum Qualifications.** An Initial School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

   (A) earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;

   (B) successfully passed Praxis I (PST) and Praxis II (Counseling);

   (C) completion of an approved graduate level program in School Counseling as aligned with CACREP Common Core Areas and School Counseling Domains; and

   (D) internship in School Counseling with ninety (90) hours of University/College supervised field-based counseling experiences in K-12 settings.
(2) **Length of Certification.** The length of certification for an Initial School Counselor Certificate shall be three (3) years.

(3) **Renewal Requirement.** An Initial School Counselor Certificate shall not be renewable.

(c) **Professional School Counselor Certificate.**

(1) **Minimum Qualifications.** A Professional School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

   (A) earned a Master's Degree in School Counseling; or meets all Initial School Counselor prerequisites and have an advanced degree;
   
   (B) successfully passed PRAXIS I (PST);
   
   (C) two hundred (200) hours of supervised field-based experiences in K-12 settings;
   
   (D) two (2) years satisfactory School Counseling;
   
   (E) a Professional Growth Plan acknowledged by a site administrator; and
   
   (F) one (1) year of satisfactory classroom teaching, or three hundred sixty (360) hours of K-12 counseling related classroom teaching/sessions.

(2) **Length of Certification.** The length of certification for a Professional School Counselor Certificate shall be five (5) years.

(3) **Renewal Requirement.** A Professional School Counselor Certificate may be renewed with the completion of ninety (90) hours of professional counseling related activities within the five (5) year period; a Professional Growth Plan acknowledged by a site administrator; and a satisfactory performance evaluation.
(d) **Master School Counselor Certificate.**

(1) **Minimum Qualification.** A Master School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(A) earned a Master’s Degree in School Counseling;

(B) seven (7) years satisfactory counseling in K-12 setting;

(C) two (2) years satisfactory classroom teaching in K-12 settings, or seven hundred twenty (720) hours of K-12 counseling related classroom teaching/sessions; and

(D) fifteen (15) categorical graduate credits beyond the Master’s Degree in Counseling and/or related field (i.e. education, psychology, etc.).

(2) **Length of Certification.** The length of certification for a Master School Counselor Certificate shall be ten (10) years.

(3) **Renewal Requirement.** A Master School Counselor Certificate may be renewed upon completion of one hundred twenty (120) hours of professional counseling related activities within the ten (10) year period; a Professional Growth Plan acknowledged by a site administrator; and a satisfactory performance evaluation.

§8113. **Extension on Certification.**

(a) **Time Extension, General.** The Executive Director may grant a one (1)-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Subsections (b) and (c) of this Section, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, the Executive Director shall not grant an extension under this policy for the
requirements to complete a three (3) semester credit course in Guam history, or Guam Culture, within the first year after the person’s certification, pursuant to §5105 of Title 17, Guam Code Annotated. Nor shall the Executive Director grant extensions under this policy that are contrary to any other law. Any individual granted an extension under this Section shall complete all the requirements for recertification within the extension period.

(b) **Standing Committee on Appeals.** The GCEC shall establish a standing committee on appeals for extension of certifications. The GCEC chair shall appoint three (3) members to this committee.

(c) **Processing of Extension Requests.** All requests for extensions must be submitted in writing to the GCEC Office.

(1) If the request is within his purview, the Executive Director will act on it within five (5) working days.

(A) If recommended for approval, the Executive Director will report the action to the Standing Committee on Appeals. The approval must be countersigned by the GCEC chair.

(B) If denied, the Executive Director will provide a written explanation of the denial to the applicant. The applicant can appeal to the GCEC Standing Committee on Appeals within ten (10) working days of receipt of notice of denial.

(2) If it is not within the purview of the Executive Director, it will be channeled to the Appeals Committee within five (5) working days. The GCEC Administrator will forward the file (the request, the rejection notice and any other pertinent information) to the Appeals Committee. It will act on it within twenty (20) working days at the Appeals Committee meeting and provide a recommendation to the
GCEC at the next regularly scheduled meeting. The Appeals Committee may request to meet with the applicant.

(3) The GCEC will act on the recommendation of the Appeals Committee at the next regular meeting following established agenda guidelines:

(A) If denied, the educator has ten (10) working days to exercise his/her right to a final reconsideration, by providing additional documentation to the Appeals Committee via the GCEC office.

(B) At the next regularly scheduled GCEC meeting, the educator can make a five (5) minute presentation to the GCEC that includes any additional factors that have not been presented.

(C) If no additional documentation is provided, the request for reconsideration is denied.

(D) The commission will vote on the final reconsideration. The request for reconsideration cannot be further appealed.

(d) Reporting of Requests. All actions by either the Executive Director or the Appeals Committee on requests for extensions of certificates must be reported at the regular GCEC meetings.

(e) Length of Extensions. All approved requests will follow the established policies for length of extensions.

(f) Conditions for Extension. Every effort shall be made to make the request within thirty (30) calendar days of the expiration of the certificate date. The time extension provided in Subsection (a) of this Section may be granted to any individual holding an educator certificate, if
one (1) of the conditions below applies to the certificate holder during the
validity period of the certificate:

(1) The certificate holder suffered a medical condition
which prevented him or her from satisfying the requirements
for renewal of his or her certificate, and such individual
provides written proof from a licensed physician that he or she
suffered such medical condition, including the duration of the
medical condition.

(B) The certificate holder has been on active duty in
the military and provides his or her form DD-214 verifying
dates of service preventing him or her from satisfying the
requirements for renewal of his or her certificate.

(C) Personal or immediate family member medical
expenses incurred by the certificate holder which were not
covered under a plan of health insurance caused financial
hardship on the certificate holder, preventing him or her from
meeting the financial requirements (i.e. tuition for courses) for
certificate renewal. For purposes of this Subsection, the holder
shall maintain, for review by the Commission, records, receipts
or letters from his or her insurance company, health care
provider or any other relevant entity indicating such financial
hardship.

(D) A Commission administrative problem prevented
the certificate holder from complying with the requirements for
renewal of his or her certificate, and the Executive Director of
the Commission determines that the administrative problem is
adequate to justify the extension.
(E) The certificate holder has been unable to secure employment or experience relevant to a specific employment or experiential requirement for renewal of his or her certificate, and such inability has prevented him or her from satisfying such requirement. For purposes of this Subsection, the holder shall maintain a list of schools or school districts contacted, including dates, and a detailed written explanation thereof.

(F) The certificate holder, because of extreme hardship or other circumstances beyond his or her control was unable to complete the requirements for renewal of certification. For purposes of this Subsection, the Commission may require from the certificate holder evidence of the extreme hardship.

§8114. Fees.

(a) Disposition of Fees. Fees collected for the issuance and maintenance of educator certificates shall be used to carry out the goals and objectives of the Guam Commission for Educator Certification, to include the daily operations of the Guam Certification Office. Such fees may be expended for, but not limited to; the following appropriation classifications: Personnel Services; Operations; Utilities; and Capital Outlay.

(b) Application Fee. Every application for a certificate hereunder shall be accompanied by an application fee. The application fee for review for certification shall be equal to the certification fee. If the applicant for initial certification fulfills all the requirements, the certification fee will be reduced by fifty percent (50%). If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of the application. Out-of-state application fees will incur an additional Twenty-Five Dollars ($25.00) for evaluation. The application fee
for renewal of certificates shall be equal to the certification fee, with no reduction in the certificate fee. The cost for the certificate will be Five Dollars ($5.00) per year regardless of the length of certificate. The application fee is non-refundable.

(c) **Endorsement Fee.** An endorsement of a second content area may be added to an educator certificate at any time during the term of the certificate. A temporary endorsement will be added to a certificate with evidence of six (6) credit hours in the content area and a payment of a Ten Dollars ($10.00) fee. To receive a professional endorsement, the applicant must provide evidence of successful completion of at least fifteen (15) credit hours in the content or twenty-four (24) credits in the case of library science. The professional endorsement fee will be Twenty-Five Dollars ($25.00) and will remain with the primary certificate through any renewal, with the payment of the additional fee.

Each certificate prescribed by this Rule shall be as follows:

<table>
<thead>
<tr>
<th>CERTIFICATE CATEGORY</th>
<th>APPLICATION FEE</th>
<th>INITIAL CERTIFICATE</th>
<th>RENEWAL CERTIFICATE</th>
<th>LENGTH OF CERTIFICATE</th>
</tr>
</thead>
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<tr>
<td>Temporary</td>
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<td>$10.00</td>
<td>$10.00</td>
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</tr>
<tr>
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<td>$15.00</td>
<td>$15.00</td>
<td>3 years</td>
</tr>
</tbody>
</table>
§8115. Disciplinary Action.

(a) Complaints. Proceedings to suspend or to revoke an individual's certificate may be initiated by any person who may press or prefer charges of immoral or unprofessional conduct, evident unfitness for teaching; evident unsatisfactory performance; persistent defiance of, and refusal to obey laws, these rules and regulations, or the GCEC Educator Code of Ethics.

(1) Any and all charges presented against holder of a certificate must be made in writing, and shall be filed with the Secretary of the Commission.
(2) All charges made shall include the following: the name and address of the complainant and the accused, and a statement of the complaint with facts supporting the allegation.

(3) Prior to any disciplinary action being taken, the Commission may negotiate a settlement of the charges.

(b) **Summons and Complaint.**

(1) In the event the Commission determines that a probable cause exists, the Legal Counsel of the Commission shall be requested to prepare a summons and complaint.

(2) The summons and complaint shall be personally served or mailed to the last known address of the individual holding a certificate at least thirty (30) calendar days before the date fixed for hearing. If mailed, a return receipt shall be requested.

(3) The summons and complaint shall show the time, place and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, reference to the particular section of statutes and/or rules involved, and a short and plain statement of the matters asserted. The notice of the summons and complaint shall indicate that at any hearing the accused individual registrant or firm holding a certificate shall have the right to appear in person or be represented by counsel, or both, to cross-examine witnesses in his or her or its defense and to produce evidence and witnesses of his or her or its defense. If the accused person fails or refuses to appear, the Commission may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of Guam.
(c) **Evidentiary Matters.** The Commission *shall* follow the Administrative Adjudication Act on this matter.

(d) **Conduct of Hearing.** The Commission *shall* follow the Administrative Adjudication Act wherein the Legal Counsel *shall* hear the case and make recommendations to the Commission.

(e) **Decision of the Commission.** The Commission *shall* issue a decision within thirty (30) calendar days of receipt of recommendation from Legal Counsel.

(f) **Discipline.** Upon order by the Commission in which the accused is found guilty of the charges, the Commission may issue a reprimand, suspend, or refuse to renew the individual’s certificate; or revoke certification immediately. At its discretion, the Commission may stay, permanently or temporarily, the execution of its order conditioned on any provision that the Commission believes appropriate under the circumstances for the case.

§8116. **Code of Ethics.**

(a) **Educators.**

**PRINCIPLE I: Commitment to the Students.** The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the students, the educator:

(1) *Shall* treat all students with respect and dignity.

(2) *Shall* provide students with opportunities for expansion of ideas and support their varying perspectives.
(3) Shall make reasonable effort to protect students from conditions harmful to learning, or to health and safety.

(4) Shall maintain a professional relationship with students.

(5) Shall maintain confidentiality of students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

(6) Shall not deliberately suppress or distort subject matter relevant to students’ progress.

(7) Shall not intentionally expose students to embarrassment or disparagement.

(8) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:

(A) exclude any student from participation in any program;

(B) deny benefits to any student; or

(C) grant any advantage to any student.

PRINCIPLE II: Commitment to the Profession. The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards; to promote a climate that encourages the exercise of professional judgment; to achieve conditions that attract persons worthy of the trust to careers in education; and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator:
(1) Shall act with integrity and treat all colleagues with respect and dignity.

(2) Shall maintain the positive and professional image of educators in the community.

(3) Shall maintain confidentiality of colleagues obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

(4) Shall not knowingly make false or malicious statements about a colleague.

(5) Shall not, in an application for a professional position, deliberately make false statements or fail to disclose a material fact related to competency and qualification.

(6) Shall not misrepresent his/her professional qualifications.

(7) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

(8) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

(9) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

(b) Sanctions. A major violation of any of these principles shall subject the individual to revocation or suspension of the individual educator’s certificate, or other sanctions as stipulated by law or GCEC rule.

(c) Commissioners Code of Ethics.

The Guam Commission for Educator Certification is responsible for ensuring the public that educators working in Guam’s schools meet high standards. Therefore, the Commissioners confirm their commitment to this
goal through high standards of behavior, recognizing the responsibility they hold to the future of the island. The Code of Ethics is the guideline for the behavior of standards of the Commissioners.

(1) Commission members shall maintain the integrity of their position as representatives of the Guam Commission for Educator Certification.

(2) Commission members will make every effort to be prepared, punctual, in attendance at and participate in every Commission meeting.

(3) Commission members who are representing agencies will ensure that a representative will be designated to attend meetings; in addition, the choice of designee will be consistent to maintain continuity.

(4) Commission members will encourage the free expression of opinion by all Commission and committee members, and staff, while maintaining the confidentiality of personnel issues discussed in committee, or as a Commission.

(5) Commission members shall conduct meetings in an orderly manner, follow rules of order, and through their demeanor and words, maintain the dignity of all Commission members. In addition, any Commission member shall act as a spokesperson for the Commission when specifically authorized to do so.

(6) Commission members shall work together with a sense of collegiality and cooperation, both in their meetings as a whole, and in subcommittees.

(7) Commission members will not use their position on the Guam Commission for Educator Certification for personal
advancement or the advancement of those known to them.

(8) Commission members will maintain a spirit of cooperation and keep open lines of communication with the Executive Director and other personnel of the Guam Commission for Educator Certification; with the Guam school system, both public and private; and with the community at-large.

(9) Commission members will keep up-to-date on issues dealing with educator certification, staff development, and current educational research, in order to render decisions based on a review of all aspects of the issues, including a balanced consideration of state and local influences.

(10) Commission members will accept and abide by the Guam laws that impact the legal and fiscal responsibilities of the Guam Commission for Educator Certification.

§8117. Reinstatement of Certification After Suspension.

(a) Petition for Reinstatement. Upon petition of an individual formerly holding a certificate, which has since been suspended, the Commission may reissue a certificate, provided that a majority of the members of the Commission vote in favor of such reissuance.

(b) Commission Action. The Commission, for reasons it may deem sufficient, may reissue a certificate to any person whose certificate has been suspended. Such reissuance shall not supersede prior Commission decisions and recommendations as to any penalty, etc., taken for disciplinary action.

(c) Conflict and Bias.

(1) A Commission Member shall be excused and shall not vote in any action, disciplinary or otherwise, if the Commission
Member may be biased for or against a Respondent, or there may exist a potential conflict of interest. If a potential conflict of interest or bias exists, such determination shall be made by a majority vote of the remaining Commission members.

(2) If a Commission member has a potential conflict, that Commission member is obligated to disclose such a potential conflict.

§8118. Severability. If any of the Rules and Regulations, or any part thereof, of the Commission promulgated under the provisions of the rule-making authority for government of Guam agencies are found by the courts to be invalid for any reason, the remainder shall continue in full force and effect. Each Rule and/or any portion thereof shall be severable.

§8119. Adoption and Amendment of Rules.

(a) Adoption of Rules. Rules or regulations are adopted by this Commission under the provisions of Chapter 27, 17GCA (Public Law 29-73) governing the practice of professional educators in K-12 which may be reasonably necessary for the proper performance of its duties and the regulations of the proceedings before it. They must not be inconsistent with the U.S. Constitution, the Organic Act or the laws of Guam and shall be in compliance with the Administrative Adjudication Act.

(b) Petition for Rule-Making. Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule or regulation by the Commission shall address a petition to the Executive Director. The container of the petition shall clearly bear the notation: RULE-MAKING PETITION RE: and then the subject area. The petition must contain the following information:

(1) an indication of the subject area to which the petition is directed;
(2) either a draft of the proposed rule, or a summary of its contents;
(3) reasons for proposal;
(4) effect on existing rules or orders;
(5) any data supporting the proposal;
(6) effect of the proposed rule on existing practices in the area involved, including cost factors;
(7) names or a description of those most likely to be affected by the proposed rule; and
(8) name and address of petitioner.

(c) **Timelines.** The Executive Director shall transmit the petition to the Commission within ten (10) working days after receiving the petition. The Commission shall make a decision on whether to grant or deny the petition within fifty (50) calendar days. This Section shall be carried out in accordance with §9307 of Chapter 9, Title 5, Guam Code Annotated.”

**Section 3. Effective Date.** This Act shall become effective upon its enactment into law.
I MINA’ TREN TAI UNU NA LIHESLATURAN GUÅHAN  
2011 (FIRST) Regular Session  

Bill No. **SB 103** 117  
Resolution No. _____  

Question: ______________________________________

VOTING SHEET  

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CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

* 3 Passes = No vote  
EA = Excused Absence
April 28, 2011

The Honorable Rory J. Respicio
Chairperson, Committee on Rules
I Mina’ Trentai Unu Na Liheslutan Guahan
155 Hesler Place
Hagatna, Guam 96910

RE: Committee Report on Substitute Bill No. 117-31 (COR)

Dear Chairman Respicio,

Transmitted herewith is the Committee Report on Substitute Bill No. 117-31 (COR) — “An act to approve the proposed rules and regulations of the Guam Commission for Educator Certification” sponsored by Speaker Judith T. Won Pat, Ed.D. and referred to the Committee on Education and Public Libraries.

Committee votes are as follows:

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Copies of the Committee Report and other pertinent documents are attached. Thank you and Si Yu'os ma'ase.

Judith T. Won Pat, Ed.D.
Chairperson
Committee on Education
OFFICE OF THE SPEAKER
JUDITH T. WON PAT, Ed.D.
CHAIRPERSON OF THE COMMITTEE ON EDUCATION AND PUBLIC LIBRARIES

VICE CHAIR
COMMITTEE ON TOURISM,
MUNICIPAL AFFAIRS,
HOUSING AND
RECREATION

COMMITTEE ON
TAXATION,
APPROPRIATIONS, PUBLIC
DEBT, BANKING,
INSURANCE, RETIREMENT
AND LAND

COMMISSIONER
GUAM COMMISSION ON
DECOLONIZATION

GUAM FIRST
COMMISSION

VICE PRESIDENT
ASSOCIATION OF
PACIFIC ISLAND
LEGISLATURES
(APIL)

BOARD MEMBER
PACIFIC RESOURCES FOR
EDUCATION
AND LEARNING
(PREL)

LEGISLATIVE
REPRESENTATIVE
PACIFIC ISLAND
DEVELOPMENT BANK
(PIDB)

FESTIVAL OF THE
PACIFIC ARTS
(FESTPAC)

COMMITTEE REPORT

ON

SUBSTITUTE BILL NO. 117-31 (COR)

AN ACT TO APPROVE THE PROPOSED RULES AND
REGULATIONS OF THE GUAM COMMISSION FOR EDUCATOR
CERTIFICATION
April 27, 2011

MEMORANDUM

To: ALL MEMBERS
Committee on Education and Public Libraries

From: Speaker Judith T. Won Pat, Ed.D.
Committee Chairperson

Subject: Committee report on Substitute Bill No. 117-31 (COR)

Transmitted herewith for your consideration is the Committee Report on Substitute Bill No. 117-31 (COR) – "AN ACT TO APPROVE THE PROPOSED RULES AND REGULATIONS OF THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION.,” sponsored by Speaker Judith T. Won Pat, Ed.D.

This report includes the following:

Committee Voting Sheet
Committee Report Digest
Copy of Bill No. 117-31 (COR)
Substitute Bill No. 117-31 (COR)
Written Testimonies
Public Hearing Sign-in Sheet
Fiscal Note
Copy of COR Referral of Bill No. 117-31 (COR)
Notices of Public Hearing
Copy of Public Hearing Agenda

Please take the appropriate action on the attached voting sheet. Your attention to this matter is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact me.

Si Yu'os ma'ase!

attachments
COMMITTEE VOTING SHEET
COMMITTEE ON EDUCATION AND PUBLIC LIBRARIES


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COMMITTEE REPORT DIGEST

1. OVERVIEW

The Committee on Education and Public Libraries convened a public hearing on April 11 at 4:00 p.m. in I Liheslatura’s Public Hearing Room. Among the items on the agenda was the consideration of Bill No. 117-31 (COR) “An act to approve the proposed rules and regulations of the Guam Commission for Educator Certification” sponsored by Speaker Judith T. Won Pat, Ed.D.

Public Notice Requirements

Notices were disseminated via fax and email to all senators and all main media broadcasting outlets on April 1, 2011 (5-Day Notice), and again on April 8, 2011 (48-Hour Notice).

Senators Present

Speaker Judith T. Won Pat, Ed.D.  Committee, Chairperson
Senator v.c. pangelinan  Committee, Vice Chairperson, Department of Education
Senator V. Anthony Ada  Committee, Minority member
Senator Sam Mabini, Ph.D.  Committee, Minority member

II  SUMMARY OF TESTIMONY & DISCUSSION

Committee Chairperson Speaker Judith T. Won Pat, Ed.D. called the public hearing to order at 4:00 p.m. and announced the afternoon’s agenda.

Panel Number 1

- Ms. Abaday the former Chairperson of the Guam Commission for Educator Commission testified in support of Bill No. 117-31 (COR) on behalf of the Commission. Written testimony is attached. After reading her written testimony, Ms. Abaday addressed the issues dealing with the Chamorro language and culture teachers. She recognized the specific natures of the Chamorro language instruction and the special skills that come along with those teachers. She explained the requirements needed to obtain the temporary, basic and initial certificates for Chamorro language teachers. She stressed that Initial Chamorro language teachers do not have to take the Praxis compared to the initial non-Chamorro language teachers who are required to take the Praxis.
Mr. Joseph Artero Cameron, President, Department of Chamorro Affairs testified in support of the legislation with minor changes that encourages the perpetuating the Chamorro language and culture. Written testimony is attached.

Speaker Won Pat, Ed.D. asked Mr. Cameron based on his testimony if teachers from other areas can be recruited to become Chamorro teachers with the passage of the legislation.

Mr. Joseph Artero Cameron replied yes it is possible to recruit teachers who are proficient in reading and writing in Chamorro to change their area of teaching to teach Chamorro.

Speaker Won Pat, Ed.D. asked Ms. Abaday to address the question.

Ms. Roberta Abaday replied that Professional endorsements addresses that issue. She stated that educators wishing to certify in multiple content areas or to add an additional area, are able to apply for an endorsement on their existing certificate and it would require successful completion of fifteen (15) credit hours in the field.

Speaker Won Pat, Ed.D. stated that Dr. Underwood from the University of Guam testified on several legislation promoting the Chamorro language in our Public Schools. He stressed that we will be losing teachers because of retirement or they are just tired not being treated fairly, so we need to recruit those that are proficient Chamorro language speakers. The Speaker posed a question to the panel how do we recruit and retain those that are proficient and don’t have the 30 college hours to meet the requirements of the temporary certificate.

Asuncion Guerrero agreed that teachers from other areas can receive add content areas. She gave an example of an elementary teacher that has a BA degree in early childhood and this teacher has taken more than what is required to obtain an initial Chamorro certificate or maybe professional and endorsement in Chamorro language and culture.

Speaker Won Pat, Ed.D. stated that DOE claims that a large number of Chamorro teacher are planning to retire or quit in the near future. Speaker asked how do we recruit.

Asuncion Guerrero replied that Dr John Sanchez is working on the highly qualified teachers and he included in that ad the Chamorro language and culture teachers and that they would have to take whatever courses Dr. John has laid out in his curriculum and take the proficiency test and by December the way he has it lined up will be able to teach.

Speaker Won Pat, Ed.D. asked would the teachers be able to get 30 semesters hours.
Asuncion Guerrero replied that whatever number of credit hours they have.

Vice Chairperson v.c. pangelinan asked is it so hard to find people that can speak, read and write in Chamorro.

Ms. Rufina Mendiola a Chamorro language teacher at DOE testified in support of the bill and testified that this is a long awaited decision and a great day for us to give back our native tongue. She stated that the legislation helps to protect our Chamorro language and culture teachers and it encourages people that can speak, read and write in Chamorro to become Chamorro teachers.

Speaker Won Pat, Ed.D. commented whatever activities outside the classroom may be beyond and what can be use for their certification

Mr. Ronald Laguana, Administrator for Chamorro Studies at the Department of Education testified in support of the legislation. Written testimony is attached

Panel Number 3

- Ms. Rose Mafnas a Chamorro teacher at Department of Education asked for assistance to help the Chamorro teachers and commended her fellow Chamorro teachers for guiding her. She mentioned that she received a letter that another 14 percent may be taken away and asked what’s going on?

- Vice Chairperson Pangelinan asked why that 14 percent would be taken away from someone with a degree and certification.

- Ms. Antoinette Santos replied that letters were sent out informing individuals explaining that their certification would expire. She said if this bill passes that they may consider the endorsement for Chamorro language and culture for those with their degree.

Panel Number 4

- Ms. Severina Ogo testified in support of the bill and if given the opportunity she would like to teach Chamorro.

- Ms Therese Taitano testified in support of the bill and would like to see Chamorro language and culture teachers be treated fairly.

- Ceferino Sucaldito stated that he had the opportunity to teach Chamorro and he enjoyed it. He support the intent of bill, because it would help encourage many teachers to stay on teaching Chamorro.
- **Mr. Richard Pablo** testified in support of the bill and he mentioned that DOE personnel and the certification office need to work together to assist Chamorro language and culture teachers with their certification. The Chamorro language and culture is a good program.

- **Ms. Trini Torres** testified in supports of the bill and she mentioned that credits should be given to those that can speak, read and write in Chamorro. She also that Chamorro language and culture teachers need to be respected.

- **Speaker Won Pat, Ed.D.** ended the public hearing.

## III. FINDINGS AND RECOMMENDATIONS

The Committee on Education and Public Libraries, hereby reports out Substitute Bill No. 117-31 (COR) with the recommendation **TO PASS.**
AN ACT TO APPROVE THE PROPOSED RULES AND REGULATIONS OF THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Approval of Administrative Rules and Regulations. The Administrative Rules and Regulations submitted by the Guam Commission for Educator Certification on February 18, 2011 in conformance to the provisions of Public Law 29-73 are hereby approved.
Enclosed are the proposed Rules and Regulations for the Guam Commission for Educator Certification.

The Guam Commission for Educator Certification has followed the adjudication process. The proposed rules and regulations have been carefully reviewed by the commission members and advisory committees before changes were made. It has been available on the GCEC website and at the GCEC office for review. A public hearing was held on December 22, 2010 as required by law and a copy of the transcript is available.

The Commission has worked diligently over the last year to compile and revise all the rules dealing with certification. It is our hope to continue our work with the rules for ethics.

Thank you for your continued support of our efforts in the certification of our island educators.

This preliminary document is submitted for consideration of adoption by the Guam Commission for Educator Certification for purposes of Public Law 29-73 and in accordance with the Administrative Adjudication Law.
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GCEC Rule 100. Introduction

(a) Purpose. The purpose of adopting rules of procedure is to ensure the proper performance of the duties of the Guam Commission for Educator Certification (hereinafter known as the Commission or GCEC) by the regulation of procedures, meetings, records, and conduct thereof.

(b) Requirements for Adoption. The adopted rules of procedure must be consistent with the Organic Act and Laws of Guam. The rules must be promulgated and approved by the Commission and they must be adopted in accordance with the Administrative Adjudication Law.

(c) Authority of Rules. Rules of procedure adopted by the Commission shall be binding upon persons issued certificates under Public Law 29-73.

GCEC Rule 101. Definitions

(a) The following definitions and terms, when used in these rules and regulations shall have the following meanings unless the context clearly indicates otherwise:

(1) "Accredited Institution" means a United States regionally accredited college or university or a foreign equivalent.

(2) "Acceptable Grades for Credit" means grades in courses to earn acceptable credit must be passing grades in accordance with the institution where the courses were taken.

(3) "GPA" refers to the acceptable Grade Point Average.

(4) "Administrator" means an educator whose primary duties involve: (i) program development or (ii) supervision or internal management of a school, school program, or school system.

(5) "Approved Program" means a program for preparation of professional educators, which is offered through an accredited institution and has been approved by the commission for professional educator certification in which the program is provided and includes a supervised student teaching/internship field experience.

(6) "CACREP" (Council for Accreditation of Counseling and Related Education Programs) is an accrediting body for counseling and related programs.
“Certification” is a license qualifying the recipient to practice as a professional educator on Guam.

“Clock Hours” means actual time spent in professional development.

“Commission” means the Guam Commission on Educator Certification as established under Public Law 29-73.

“Course” means an instructional unit that has 1 or more academic credits.

“Continuing Education Unit” is a non-credit unit used by regionally accredited post-secondary institutions that are members of the International Association for Continuing Education and Training (IACET). Ten (10) contact hours is equivalent to 1 CEU. The CEU credit cannot be used for degree credit requirements. For recertification purposes, 3 CEU credits will equal to 1 semester credit.

“Credential” refers to the documents that constitute evidence of training, licensure, experience, and expertise of a practitioner.

“Educator” is a teacher, administrator, or support professional required by the Commission to hold a certificate.

“Endorsement” is a recognition of qualifications in a specialized field as indicated on the certificate.

“Evaluation” indicates the most recent professional evaluation supplied by a supervisor.

“Executive Director” refers to the Executive Director of the Office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

“Guam Certification Office” means the administrative office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

“IRA” means the International Reading Association.

“Mentorship” refers to a program that provides peer guidance to new educator or administrator and is approved by Guam Department of Education or an accredited institution.
(20) "NCATE" is the National Council for Accreditation of Teacher Education. It is one of the U.S. accrediting bodies for teacher education colleges and institutions.

(21) "NASDTEC Interstate Agreement" means the contract sponsored by the National Association of State Directors of Teacher Education and Certification (NASDTEC) concerning reciprocal licensing of educational personnel among participating jurisdictions.

(22) "Praxis I" means the pre-professional skills test that measures basic academic skills in reading, writing, and mathematics from Educational Testing Service.

(23) "Praxis II" means a subject assessment from Educational Testing Service of knowledge in a specialty or content area.

(24) "Praxis II PLT" means an assessment of pedagogy (Principles of Learning and Teaching) from Educational Testing Service.

(25) "Professional Activities" refer to a variety of activities which meet a goal for educator improvement and professional growth, and may include college and university credits, attending or presenting workshops, seminars, conferences, action research, curriculum development, work experience, district or school committee work, advisorships, mentoring, presentations at conferences, publications, or work on special projects.

(26) "Professional Growth Plan" (PGP) is the component of the evaluation program completed by the educator and approved by the site administrator. It is based on the educator performance standards, and professional activities and/or courses to fulfill the identified standards in the candidate's school/district. The Guam PGP information can be located at the websites for GCEC and the Guam Department of Education.

(27) "Year of Experience" refers to acceptable determination for teacher or administrator length of service as per respective employment agreement.

GCEC Rule 102. Organization and Function of the Commission

(a) Composition and Function of the Commission. The composition, duties, functions, powers and responsibilities of the Guam Commission for Educator Certification (the "Commission") shall generally be as provided and authorized in 17 GCA Chapter 27.
(b) Ex-Officio Members. The ex-officio members of the Commission shall be those identified in 17 GCA § 27003. Ex-officio members shall not vote in the proceedings of the Commission, but may introduce and discuss motions in public meetings of the Commission.

(c) Officers of the Commission. The officers of the Commission, elected by the voting members, shall be a Chairperson, Vice-Chairperson, and a Treasurer. The Executive Director shall serve as the Executive Secretary in accordance with 17 GCA §27019. Each officer shall have duties, functions, powers and responsibilities:
   (1) As prescribed for such office by law;
   (2) Which by general consent and parliamentary custom pertain to such office, consistent with the law; and
   (3) As are consistent with the foregoing and which, in addition, the Commission may prescribe.

(d) Election and Term of the Chairperson of the Commission. The Chairperson shall be that person so designated as the presiding officer for a term of (2) two years, in accordance with Title 17 GCA §27005. The Chairperson shall be elected from among the voting members of the Commission.

(e) Election and Term of Other Officers of the Commission. The Vice-Chairperson and the Treasurer shall be elected and shall serve a term in the same manner as the Chairperson.

(f) Executive Secretary. The Executive Director shall serve as the Executive Secretary of the Office Commission, appointed by the Commission in accordance with 17 GCA §27018 and 27019.

(g) Duties of the Chairperson of the Commission. The duties of the Chairperson shall be to call and preside at all meetings of the Commission; to call special meetings of the Commission; to serve ex-officio as a member of all standing, designated or advisory committees of the Commission; to appoint committees and to take such other action as is consistent with these rules or the laws. The Chairperson is entitled to vote on all matters before the Commission.

(h) Duties of the Vice-Chairperson of the Commission. The duty of the Vice Chairperson shall be to perform the duties of the Chairperson at his or her request or in case of his or her absence or incapacity.

(i) Duties of the Treasurer of the Commission. The duties of the Treasurer shall be to report to the Commission on the finances of the Commission at each regular meeting of the Commission; to present an annual budget to the Commission for approval; and to perform the duties of the Chairperson in case of the absence of both the Chairperson and the Vice Chairperson.
(j) **Duties of the Executive Secretary of the Commission.** The Executive Secretary of the Commission shall serve ex-officio as a member of the Commission and have the following duties: to give notice of all regular and special meetings of the Commission and to compile and distribute the agenda for each such meeting with the notice thereof; to record the proceedings of the Commission in a book or books to be kept therefore; to preserve all documents, papers and records determined by the Commission to be a part of its official records; to conduct correspondence as directed by the Commission and to certify official documents and proceedings; and to carry out all statutory responsibilities.

(k) **Executive Secretary Designees.** The Executive Secretary, with the written approval of the Chairperson, may designate an employee of the Commission to carry out the duties set forth in GCEC Rule 102(j) under the direction of the Executive Secretary. During the absence or incapacity of the Executive Secretary, the duties of Executive Secretary shall be performed by such designee and, in the absence of such designee, by such other person as may be designated by the Chairperson.

(l) **Removal of Officers and Committee Chairpersons.** Four (4) affirmative votes of the Commission’s membership shall be required for the removal of the Chairperson, the Vice Chairperson, the Treasurer or any Committee Chairperson.

(m) **Committees of the Commission**

(1) **Practice of the Commission.** The Commission shall act upon matters considered, and upon recommendations made, by designated committees of the Commission, but any member may present matters to the Commission for consideration without prior reference to a committee.

i. The Chairperson may appoint such committees of the Commission as may be deemed necessary, provided that each such committee shall be automatically discharged on completion of its assignment or otherwise as the Chairperson may designate.

ii. The Chairperson shall be a member ex-officio of each committee. Any member of the Commission may attend any meeting of any committee of the Commission.

iii. Temporary work assignments of a functional or project nature may be made by the Chairperson of the Commission to individual members of the Commission, each such assignment to terminate automatically upon the report to, and final action by the Commission on such project.

iv. Notice of all committee meetings shall be given to all members of the Commission. Such notice shall be no less than the minimum possible notice under the Open Government Law.
(n) Meetings of the Commission

(1) Requirements for Public Notice. All meetings of the Commission, shall be publicly noticed in accordance with Title 5, GCA, Chapter 8, otherwise known as the Open Government Law.

(2) Regular Meetings. The regular meetings of the Commission shall be held at least quarterly, as mandated by law. All regular meetings shall be held on Guam.

(3) Notice to Commission Members of Meetings. Written notice of each regular meeting of the Commission shall be given to each member at least ten (10) days prior to the date fixed for the meeting, which notice shall state the time and place of the meeting and, in the case of special meetings, the purpose for which it has been called.

(4) Agenda of Regular Meetings. A written agenda of matters to be considered at each regular meeting shall be determined by the Chairperson, attested by the Executive Secretary, and given to each Commission member no less than ten (10) days prior to the date fixed for a regular meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Chairperson by:

i. committees of the Commission relating to their reports;
ii. any Commission member, given to the Chairperson twelve (12) days prior to the date of the regular meeting at which consideration is desired and containing a title and/or description of the agenda items.
iii. The Commission Chairperson will provide, on a timely basis, to other Commission members reason for removing an agenda item after it has been posted, in accordance to 17 GCA §27013.

(5) Special Meetings. Special meetings of the Commission may be held at any time and at any place on Guam. Special meetings may be called by the Chairperson or by a majority of the members then serving on the Commission by a written notice to the Executive Secretary in which the time, place and purpose of the meeting are set forth.

(6) Quorum. A quorum shall consist of four (4) voting members. Actions of the Commission shall be carried by a vote of not less than four (4) voting members, in accordance with 17 GCA §27013.

(7) Rules of Order. Unless otherwise specified in these rules, all meetings of the Commission shall be conducted in accordance with Robert's Rules of Order Revised.

(8) Action at Commission Meetings. Except in an emergency, the Commission shall take action on a matter of policy only when the matter has been discussed by the Commission at a previous meeting. This provision may be waived by a
unanimous vote of the members present. For purposes of this Rule, an emergency shall first be declared by a vote of five (5) members.

(9) **Public Participation Policy.** It is the policy of the Commission to encourage and permit public comment on matters within the Commission’s jurisdiction.

i. **General Public Comment.** The Commission shall include general public comment as an agenda item at each regular meeting of the Commission.

ii. **Comment, Not Debate.** During public comment, speakers shall address their remarks to the Commission as a whole and not to individual Commission members, Commission personnel, or the audience.

iii. **Recording Commission Proceedings.** Members of the public may record Commission meetings while not under executive session with an audio or video recorder or still or motion picture camera.

(o) **Compensation and Expenses.** A Commission member shall receive compensation for serving on the Commission in the amount of Fifty Dollars ($50) for each Commission meeting attended. A member is entitled to reimbursement for actual and necessary expenses incurred in performing functions as a member of the Commission, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

(p) **Executive Director.** The Commission shall employ and determine the compensation of an Executive Director who shall be responsible to carry out all statutory responsibilities, the administration of the policies of the Commission, and to manage the daily operations of the Commission. The Commission shall annually evaluate the performance of the Executive Director.

(q) **Relationship of the Commission to Executive Director.** Pursuant 17 GCA § 27019, although the relationship between the Executive Director and individual Commission members is collegial, the relationship of the Commission to the Executive Director is hierarchical. The Executive Director is accountable only to the Commission as whole, and not from individual Commission member.

(r) **Employment of Personnel.** The Executive Director shall hire other staff according to the staffing pattern approved by the Commission. Employment of persons shall be in accordance with 17 GCA § 27018.

(s) **Budget.** Prior to October 1st of each year, the Executive Director shall prepare, for approval and consideration by the Commission, a budget for the following fiscal year. Upon appropriation by the I Liheslaturan Guahan, the Commission shall make expenditures from this budget for the purposes as stated.

(t) **Accounting Procedures**
Rules and Regulations of the Guam Commission for Educator Certification
(Proposed)

(1) **Cash Receipts.** A receipt shall be issued for all money received by the Commission. The Executive Director, or designated entity, shall oversee all money paid to the Commission. The Executive Director shall keep appropriate books on behalf of the Commission and shall record in the Cash Receipt Book a record of all money received as stated in the law.

(2) **Cash Disbursements.** All cash disbursements shall be supported by invoices or purchase orders. All cash disbursements shall be recorded in the cash disbursement book.

(3) **Financial Reports.** Financial Reports shall be prepared and disseminated by the Executive Director in accordance to the current applicable General Appropriations Act. A copy of each report shall be furnished to the Commission treasurer on or before the next regular Commission meeting after submission.

(4) **Publications of the Commission.** The publications of the Commission shall include but not be limited to:

   (i) a roster showing the name of each certificate holder. The roster shall be revised annually;
   (ii) the complete current text of the laws, regulations and rules governing educator certification; and
   (iii) the Annual Report of the Commission which shall be published no later than ninety (90) days after the end of the fiscal year.

GCEC Rule 103. Issuance of Certificates, General

(a) **Certificates, General.** The Certificates issued by the Commission shall be those listed in these rules and regulations accompanied by their specific certification requirements and subject to the provisions of these rules and regulations.

(b) **Examination of General Knowledge.** All candidates for Guam Professional Educator Certification, except for those listed in GCEC Rule 103 (c), shall take and pass the test of essential skills in reading, writing, and mathematics known as PRAXIS I. Applicants shall designate that the Guam Certification Office receive official test scores from ETS. Guam’s passing scores for PRAXIS are those scores for Guam as published by ETS.

(c) **Exemption from Examination of General Knowledge Requirement.** Candidates for the following certificates shall be exempt from the Examination of General Knowledge Requirement under (b):

   (1) all Certificates for Chamoru Language and Culture Teachers under GCEC Rule 105;
   (2) all certificates issued for Head Start Teachers provided under GCEC Rule 106; and
   (3) all certificates issued for Career and Technical Education Teachers under GCEC Rule 107;
(d) **Examination of Specialization or Content Area Knowledge.** Where applicable, candidates for Guam Professional Educator Certification shall pass an appropriate test for content area knowledge. Where no content area test has been approved by the Commission, Guam's content test passing score shall be the Praxis II test passing score adopted by the State of Hawaii or a score reflecting eighty (80%) percent pass rate of the average maximum range respectively.

(e) **Examination of Pedagogical Knowledge.** Candidates for Guam Professional Teacher Certification shall pass a test for pedagogical knowledge.

(f) **Certification Validity Date.** A certificate shall be valid from the date that the certificate is issued by the Guam Certification Office. The length of certification of that particular certificate shall be specified by GCEC rule, unless revoked, suspended, or extended by the Commission.

(g) **Renewal of Expired Certification.** Any person holding an expired Guam Professional Certification is subject to the following:

1. If such certification expired five (5) years or less from the date of application for reinstatement, such person shall complete the requirements for recertification specified in regulations in effect during the validity period of the expired certificate; or
2. If such certification expired six (6) or more years from the date of application for reinstatement, such certificate shall not be eligible for renewal. The applicant must apply for initial certification pursuant to current requirements.

(h) **Recency of Study:** All applicants seeking professional certification must satisfy recency of study through one of the following routes:

1. Completion of six (6) semester hours or equivalent credits in professionally related course work earned within five (5) years preceding the date of application; or
2. Completion of at least one (1) full year of acceptable school experience (teaching, administrative, or program specialist) within five (5) years preceding the date of application while working in another state on a valid certificate issued by that state.

(i) **Basis for Certification.** College credits or degrees to be applied towards fulfilling certification requirements must be from accredited colleges or universities of the United States, or any of its administrative jurisdictions notwithstanding any provisions to the contrary contained in these rules.

(j) **Transcripts.** Official transcripts, furnished by the college or university, shall be the basis for determining the educational qualifications of an applicant for certification. Transcripts shall be forwarded from the university or college to the Guam Certification Office or by the applicant in an unopened, unaltered envelope sealed by the registrar.
(k) **Continuing Education Units.** Continuing Education Units (CEU) may be used for recertification. For re-certification purposes, 3 CEU will equal to 1 semester credit. The CEU cannot be used for degree credit requirements. For Continuing Education Units (CEU's) to be counted for recertification, they must be acquired from a program affiliated with a regionally accredited institution.

(l) **Holders of Degrees from NCATE-Accredited Institutions.** Holders of degrees in teacher preparation awarded by an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) shall be eligible for an Initial Educator Certificate.

(m) **Interstate Reciprocity.** Individuals holding a valid state teaching credential, such as a license or certificate, may qualify for an initial Guam certificate with comparable endorsement areas provided such license is issued by a state that has signed the NASDTEC Inter-State Agreement and is a full credential without deficiencies; or holds national certification from the National Board for Professional Teaching Standards (NBPTS).

(n) **Graduate of Foreign Institutions of Higher Learning.** Graduates of foreign institutions of higher learning, to be granted a certificate, must meet the Professional certification requirements of this policy. The applicant's transcripts must be evaluated by an agency that is capable of determining the country’s educational system where the coursework was completed. The list of agencies is available at the Guam Certification Office. A credential evaluation report, including an equivalency summary is required. A course-by-course evaluation including the equivalency in United States semester credit hours and United States grade equivalent is necessary. A detailed report is required for the GCEC to be able to determine if an equivalent teacher education program has been completed.

(o) **Related Work Experience.** A statement signed by an appropriate authorized official of a school district or other employing agency shall be the basis for determining the experience qualifications of an applicant for certification.

(p) **Guam History or Culture.** All persons issued an educational professional certificate and who have not completed a three (3) semester credit course in Guam history or culture shall complete one (1) such course during the first year after certification. Failure to meet this requirement shall constitute sufficient cause to cancel the certificate until the deficiency is corrected.

(q) **Special Policy for Incumbents as of the School Year 1953-54.** Holders of certificates by the Guam Department of Education as of the school year 1953-54 shall be given credit for years of successful experience and for attendance at Guam Summer Institutes and normal school providing they were of at least six weeks duration and were operated by the Department of Education. After that date, only college credits earned will be credited
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(PROPOSED)

...toward certificates. Credit shall be given for attendance at Institutions and normal schools previous to 1954 as designated in the certification table.

(r) **Masters Degree Equivalent for Certain Incumbents.** Those incumbents of the Guam Department of Education who earned what is known as "masters degree equivalent" status under the policies of the Guam Education Policy Board between August 22, 1966 and August 8, 2007 shall retain such a status for certification purposes.

(s) **Fast Track.** Individuals participating in the concentrated course program focused on the Guam Public School System certification requirements known and referred to as the "Fast Track Teacher Certification Program" shall waive student teaching or internship teaching requirements with evidence of two (2) years of documented and verifiable teaching experience. Teaching experience shall be scholastic in nature and include college/university, vocational, military, business sector, and any other related area. Both years of teaching experience must indicate satisfactory performance. [Pursuant to P.L. 29-02]

GCEC Rule 104 Certificates for Teachers, General

(a) **Temporary Teaching Certificate**

(1) **Minimum Qualifications.** A Temporary Teaching Certificate may be issued to an applicant who presents evidence that he or she has completed a Bachelor's degree and a passing score on Praxis-I.

(2) **Length of Certification.** The length of certification of a Temporary Teaching Certificate shall be two (2) years.

(3) **Renewability.** A Temporary Teaching Certificate may be renewed one (1) time provided the applicant presents evidence of the following:
   (i) Earned twelve (12) semester hours applicable to the requirements of an Initial Educator Certificate, within the certification validity period; and
   (ii) satisfactory performance evaluation.

(4) **Holders issued certificates known as “Emergency” by the Department of Education.** A holder of a certificate known as an "Emergency" teaching certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25, 1000.27, 1000.144, or 1000.20(B) may be issued a Temporary Educator Certificate under GCEC Rule 104 (a) provided they meet the minimal qualifications of the Temporary Educator Certificate and met the applicable renewal requirements of the certificate issued under the respective policies of the Board. Holders of Temporary Educator Certificates issued under this Sub-rule shall be subject to renewal requirements of the Temporary Educator Certificate.
(b) Initial Educator Certificate

(1) Minimum Qualifications. An Initial Educator Certificate may be issued to an applicant who presents evidence of the following:

(i) Earns a degree from a state-approved Educator Preparation Program from an accredited college or university in any of the 50 United States or its jurisdictions.

(ii) For non-education preparation program graduates, presents evidence of successfully completing the following requirements: earns a degree from an accredited college or university; or completion of an approved program (in content area) from an accredited college or university; and completes educational program aligned with Guam Professional Teacher Standards.

(iii) Grade point average of 2.7 or higher.

(iv) Successfully passes Praxis I and Praxis II Principles of Learning (PLT) tests.

(2) Length of Certification. The length of certification for an Initial Educator Certificate shall be three (3) years. The certificate holder shall be required to work as an Initial Educator for two (2) years in order to qualify for a Professional Educator Certificate.

(3) Renewability. An Initial Educator Certificate shall not be renewable.

(c) Professional Educator Certificate

(1) Minimum Qualifications. A Professional Educator Certificate may be issued to an applicant who presents the following evidence:

(i) Fulfillment of all educational requirements for the Initial Educator Certificate and provides evidence of the following:

(ii) Completion of requirements related to Guam History or Guam Culture;

(iii) Completion of sixty (60) clock hours of professional activities;

(iv) Satisfactory performance evaluation and/or completion of Professional Growth Plan as approved by on-site administrator;

(v) Completion of a one-year mentorship in a Guam school; and

(vi) Completion of two (2) years as an Initial Certificate Holder.

(2) Length of Certification. The length of certification for a Professional Educator Certificate shall be five (5) years.
(3) **Renewability.** A Professional Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Professional Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:
   (i) Completion of ninety (90) clock hours of professional activities to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on-site; and
   (ii) Satisfactory performance evaluation.

(4) **Holders of Professional I Certificates issued by the Department of Education.** Notwithstanding (c), a Professional Educator Certificate may be issued to a holder of a valid or recently expired “Professional I” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional I certification period.

(d) **Master Educator Certificate**

   a. **Minimum Qualifications.** A Master Educator Certificate may be issued to an applicant who presents evidence of the following:
      i. He or she meets all educational requirements for the Initial Educator Certificate and the Professional Educator Certificate;
      ii. Has a minimum of at least 5 years of satisfactory teaching experience; and
      iii. Has earned a Master’s Degree and/or is a National Board Certified Teacher.

   b. **Length of Certification.** The length of certification for a Master Educator Certificate shall be ten (10) years.

   c. **Renewability.** A Master Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Master Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:
      (i) Completion of one hundred twenty (120) clock hours of professional activities, to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on site, and
      (ii) Satisfactory performance evaluation.

   d. **Holders of Professional II Certificates issued by the Department of Education.** A Master Educator Certificate may be issued to holder of a “Professional II” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional II certification period. No Master Educator Certificate issued under this rule shall be renewed for an applicant who does not provide evidence of having completed a Master’s degree.
e. Professional Endorsement for Specialty Areas. Educators wishing to certify in multiple content areas or to add an additional area, are able to apply for an endorsement on their existing certificate. To qualify for an endorsement, the applicant must provide evidence of the successful completion of 15 credit hours in the field. There will be an additional charge for the endorsement which will last the term of the existing certificate. Specialty areas for consideration are library science, instructional technology, visually impaired, orientation and mobility, deaf and hearing impaired, speech, media specialist, etc.

GCEC Rule 105. Certificates for Chamoru Language and Culture Teachers

(a) Temporary Chamoru Language and Culture Teaching Certificate

(1) Minimum Qualifications. A Temporary Chamoru Language and Culture Teaching Certificate may be issued to an applicant who presents evidence of completing thirty (30) semester hours of college credit, to include at least six (6) semester hours of Chamoru language; and proficiency in the Chamoru language as established by the Chamoru Studies Division of the Guam Department of Education.

(2) Length of Certification. The length of certification of the Temporary Chamoru Language and Culture Certificate shall be two years (2) years.

(3) Renewability. The Temporary Chamoru Language and Culture Certificate may be renewed one (1) time provided that evidence of satisfactory performance evaluation and proof of having earned twelve (12) semester hours applicable to Initial Educator and/or Chamoru Language & Culture Certificate requirements within the certification validity period.

(b) Basic Chamoru Language and Culture Teaching Certificate.

(1) Minimum Qualifications. Basic Chamoru Language and Culture Teaching Certificate may be issued to an applicant who:
   (i) presents evidence of completing sixty (60) semester hours of college credit to include at least twelve (12) semester hours of Chamoru language; and
   (ii) demonstrates proficiency in the Chamoru language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) Length of Certification. The length of certification of the Basic Chamoru Language and Culture Certificate shall be one (1) year.

(3) Renewability. Basic Chamoru Language and Culture Certificate may be renewed any number of times provided the certificate holder submits:
   (i) evidence of satisfactory performance evaluation; and
(ii) evidence of six (6) or more semester hours of college credit applicable to Initial Educator and/or Chamoru Language and Culture Teaching Certificate requirements within the validity of certificate.

(c) Initial Chamoru Language and Culture Teaching Certificate

(1) Minimum Qualification. The Initial Educator Chamoru Language and Culture Teaching Certificate may be issued to an applicant who, in addition to meeting such certificate’s minimum experience and Chamoru Language requirements, presents evidence of completing a Bachelor’s degree fulfilling the requirements for an education degree.

(2) Length of Certification. The length of certification of the Initial Chamoru Language and Culture Certificate shall be three (3) years.

(3) Renewability. The Initial Educator Chamoru Language and Culture Teaching Certificate is non-renewable. The holder of a Chamoru Language and Culture Teaching Certificate, on or before expiration date, shall apply for Professional Certificate as per the requirements in GCEC 104 (c).

GCEC Rule 106. Certificates for Head Start Teachers

(a) Temporary Head Start Certificate

(1) Minimum Requirements. An associate degree in early childhood education; or an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-age children. The degree must be from a regionally accredited post-secondary learning institution.

(2) Length of Certification. The length for a Temporary Head Start Certificate is two (2) years.

(3) Renewability. The Temporary Head Start Certificate may be renewed two (2) times with evidence of satisfactory performance evaluation; and proof of having earned twelve (12) or more semester hours of college credit per year applicable to requirements for a bachelor’s degree in Early Childhood Education, or related field.

(b) Basic Head Start Certificate

(1) Minimum Requirements. A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education from a regionally accredited institution; and a minimum of six (6) months experience teaching pre-school children; or
A baccalaureate degree in any field and has been admitted into the Teach for America program, passed a rigorous early childhood content exam by ETS, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America’s professional staff.

(2) **Length of Certification.** The length of certification of a Basic Head Start Certificate shall be four (4) years.

(3) **Renewability.** The Basic Head Start Certificate may be renewed any number of times with evidence of satisfactory performance evaluation by the administrator; and eighty (80) hours of in-service training initiated or by the Head Start program of the Guam Department of Education. **The holder of a Basic Teaching Certificate, on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c).**

GCEC Rule 107. **Certificates for Career Technical Education (CTE) Teachers**

(a) **Temporary Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Temporary CTE Teaching Certificate may be issued to an applicant who presents evidence of graduation from high school and must have completed eight (8) years of full-time employment in a recognized trade in the area of specialty.

(2) **Length of Certification.** The length of certification of a Temporary CTE Teaching Certificate shall be two years.

(3) **Renewability.** The Temporary CTE Teaching Certificate may be renewed one (1) time with evidence of satisfactory performance evaluation and completion of six (6) semester hours in career and technical education.

(b) **Basic Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Basic CTE Teaching Certificate may be issued to an applicant who presents evidence of either of the following educational qualifications:
- Completion of an Associate Degree in the area of specialty and at least twelve (12) semester hours of credit in CTE teaching methods, CTE curriculum, CTE Assessment, CTE philosophy and CTE laboratory management; or
- Completion of an Associate Degree in Education with at least eighteen (18) credit hours in area of specialty and twelve (12) semester hours in career and technical education.

(2) **Length of Certification.** The length of certification of a Basic Career Technical Education Teaching Certificate shall be three (3) years.
(3) **Renewability.** The Basic Career Technical Education Teaching Certificate may be renewed any number of times with evidence of satisfactory completion of at least twelve (12) semester hours towards a Bachelor's degree in Basic Technical Education or in the area of specialty and satisfactory performance evaluations.

(c) **Professional Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Professional Career Technical Education Teaching Certificate may be issued to an applicant who:

(i) presents evidence of a Bachelor's Degree in a Technical area of specialty, such as Industrial Technology, Career and Technical Education, Technology Education, Industrial Arts, or Engineering, and including at least 24 semester hours in Career Technical Education;

(ii) presents evidence of either of the following: One (1) year verifiable work related technical experience beyond the apprenticeship or learner level in the area of the technical specialty to be taught; or

(iii) One (1) year recent successful teaching experience in the technical specialty area for which the candidate was professionally trained.

(2) **Length of Certification.** The length of certification of a Professional Career Technical Education Teaching Certificate shall be five (5) years.

(3) **Renewability.** The Professional Career Technical Education Teaching Certificate may be renewed any number of times by providing evidence of either the following:

(i) official transcripts for six (6) graduate credits or six (6) professionally related undergraduate semester hours; or

(ii) eighteen (18) Continuing Education Units (CEU's) or a combination of academic credits and CEU's completed within validity period of expired certificate and 240 hours of relevant industry experience; and

(iii) satisfactory performance evaluations.

GCEC Rule 108. **Certificates for Reading Specialists**

(a) **Minimum Qualifications.** A Reading Specialist Certificate may be issued to an applicant who presents evidence that he or she has passed the Praxis II (Reading Specialist -0300) exams assessment; completed a Master's Degree in Language and Literacy/Reading as aligned with IRA standards; completed three (3) years of successful teaching experience in the area of reading and/or language arts; and successful earned ninety (90) semester hours of supervised internship or practicum within the Pre K – 12 levels.

(1) **Length of Certification.** The length of certification of a Reading Specialist Certificate shall be five (5) years.
(2) **Renewability.** The Reading Specialist Certificate may be renewed any number of times provided the holder presents evidence of a satisfactory performance evaluation and the following within the certification validity period:

(i) Earned six (6) graduate credits related to the field of literacy (i.e. reading, writing, ESL, linguistics) that meet state-approved standards for graduate level literacy courses;

(ii) Ninety (90) clock hours of Professional Growth activities aligned with IRA standards verified by site administrator; or

(iii) Any combination of credits and professional activities equivalent to ninety (90) clock hours.

GCEC Rule 109. **Certificates for School Administrators**

(a) **Initial Administrator Certificate**

(1) **Minimum Qualifications.** An Initial Administrator Certificate may be issued to an applicant who presents evidence that he or she has completed a Master’s Degree; five (5) years of full-time classroom teaching experience; completion of an approved school administration program; and a passing score on the School Leaders Licensure Assessment (SLLA). The passing score shall be determined by the Commission.

The approved school administration program includes skills for K-12 school level building principal; and that it is aligned with the Guam School Administrator Standards; or program is from a college or university within any of the fifty states or administrative jurisdictions and whose advance degree has been awarded by an institution accredited by the National Council for Accreditation of Teacher Education.

(2) **Length of Certification.** The length of certification for an Initial Administrator Certificate shall be three (3) years.

(3) **Renewability.** The Initial Administrator Certificate is not renewable.

(4) **Mentorship Requirement.** During the certification period and to be eligible for the Professional Administrator certificate, the holder of an Initial Administrator Certificate shall provide evidence of completing a mentorship of not less than one (1) year, during the initial certification period, in a Guam school.

(b) **Professional Administrator Certificate**

(1) **Minimum Qualifications.** A Professional Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Initial Administrator requirements; has completed three (3) years of school level administrative experience; presents evidence of satisfactory performance evaluation by the administrator; and has completed sixty 60 hours of professional activities.
(2) Length of Certification. The length of certification for a Professional Administrator Certificate shall be five (5) years.

(3) Renewability. The Professional Administrator Certificate is renewable any number of times. The applicant shall complete or provide ninety (90) hours of professional growth activities; a Professional Growth Plan concurred by the appropriate superintendent or immediate supervisor and/or satisfactory performance evaluation by supervisor.

Special Policy for Holders of “Professional I” Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional I” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the prerequisite requirements for a Professional Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

(c) Master Administrator Certificate

(1) Minimum Qualifications. A Master Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Professional Administrator requirements; has completed thirty (30) graduate credits in school leadership or a related field beyond the Master’s Degree; presents evidence of satisfactory performance approved by the administrator; and has completed ninety (90) hours of professional activities.

(2) Length of Certification. The length of certification for a Master Administrator Certificate shall be ten (10) years.

(3) Renewability. The Master Administrator Certificate is renewable any number of times. A certificate holder shall provide evidence of completing one hundred (120) hours of professional growth activities during the certification period; and presents evidence of satisfactory performance approved by the administrator.

Special Policy for Holders of Master Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional II” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the prerequisite requirements for a Master Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

GCEC Rule 110. Endorsements for School Librarians

(a) Temporary School Librarian Endorsement

(1) Minimum Qualifications. A Temporary School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher with a minimum
of five (5) years of full-time teaching experience and has completed six (6) semester hours in library science.

(2) **Length of Endorsement.** The length of endorsement of a Temporary School Librarian Endorsement shall be two years (2).

(3) **Renewability.** A Temporary School Librarian Endorsement may be renewed two (2) times provided that evidence of satisfactory evaluations as a school librarian and an official transcript which indicates six (6) semester hours toward professional school librarian endorsement has been acquired per year.

(b) **Professional School Librarian Endorsement**

(1) **Minimum Qualifications.** Professional School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher; has completed at least twenty-four (24) semester hours of library science courses aligned with American Library Association (ALA) and/or American Association of School Librarians (AASL) standards (in classification and cataloging; selection and acquisition of library materials; library/media administration; reference services; application of library automation and information access; internship or practicum) or has received a certificate of completion from a certified library science program from a regionally accredited university; presents evidence that he or she completed five (5) years of teaching experience; and presents evidence of a satisfactory evaluation from the administrator.

(2) **Length of Endorsement.** The length of endorsement of a Professional School Librarian Endorsement shall be the same as the educator certificate held by the applicant.

(3) **Renewability.** A Professional School Librarian Endorsement may be renewed any number of times provided that he or she presents evidence of satisfactory service as a school librarian; completion of ninety (90) hours of professional activities to include semester hours in courses that will enhance the school librarian’s work (such as courses in specific content areas, education courses, and library science courses); and Continuing Education Units, or Professional Growth Plan requirements, as approved by the administrator that have been acquired within the preceding five (5) years.

**GCEC Rule 111. Certificates for School Counselors**

(a) **Temporary School Counselor Certificate**

(1) **Minimum Qualifications.** A Temporary School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

   - Earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling; and
   - Successfully passed Praxis I (PST).

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(2) **Length of Certification.** The length of certification of a Temporary School Counselor Certificate shall be two (2) year.

(3) **Renewability.** A Temporary School Counselor Certificate shall not be renewable.

(b) **Initial Counselor Certificate**

(1) **Minimum Qualifications.** An Initial School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Bachelor's degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;

(ii) Successfully passed Praxis I (PST) and Praxis II (Counseling);

(iii) Completion of an approved graduate level program in School Counseling as aligned with CACREP Common Core Areas and School Counseling Domains;

(iv) Internship in School Counseling with 90 hours of University/College supervised field based counseling experiences in K-12 settings.

(2) **Length of Certification.** The length of certification of an Initial School Counselor Certificate shall be two (2) years.

(3) **Renewal Requirement.** An Initial School Counselor Certificate shall not be renewable.

(c) **Professional Counselor Certificate**

(1) **Minimum Qualifications.** A Professional School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Master's Degree in School Counseling; or meets all Initial Counselor prerequisites and have an advanced degree;

(ii) Successfully passed PRAXIS I (PST);

(iii) Two hundred (200) hours of supervised field-based experiences in K-12 settings;

(iv) Two (2) years satisfactory School Counseling;

(v) A Professional Growth Plan acknowledged by site administrator; and

(vi) One (1) year of satisfactory classroom teaching or three hundred 360 hours of K-12 counseling related classroom teaching/sessions.

(2) **Length of Certification.** The length of certification of a Professional School Counselor Certificate shall be five (5) years.

(3) **Renewal Requirement.** A Professional School Counselor Certificate may be renewed with the completion of ninety (90) hours of professional counseling related activities.
within the five (5) – year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

(d) Master School Counselor Certificate

(1) Minimum Qualification. A Master School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:
   (i) Earned a Master’s degree in School Counseling;
   (ii) Seven (7) years satisfactory counseling in K-12 setting;
   (iii) Two (2) years satisfactory classroom teaching in K-12 settings; or seven hundred twenty (720) hours of K-12 counseling related classroom teaching/sessions; and
   (iv) Fifteen (15) categorical graduate credits beyond the Master’s Degree in Counseling and/or related field (i.e. education, psychology, etc.)

(2) Length of Certification. The length of certification of a Masters School Counselor Certificate shall be ten (10) years.

(3) Renewal Requirement. A Master’s School Counselor Certificate may be renewed upon completion of one hundred twenty (120) hours of professional counseling related activities within the ten (10) year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

GCEC 112. Extension on Certification

(a) Time Extension, General. The Executive Director may grant a one-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Sub-rules (b) and (c) of this rule, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, Executive Director shall not grant an extension under this policy for the requirements to complete a three (3) semester credit course in Guam history, or Guam Culture, within the first year after the person’s certification, pursuant to 17 GCA § 5105. Nor shall the Executive Director grant extensions under this policy that are contrary to any other law. Any individual granted an extension under this section shall complete all the requirements for recertification within the extension period.

(b) Standing Committee on Appeals. The GCEC will establish a standing committee on appeals for extension of certifications. The GCEC chair will appoint three members to this committee.

(c) Processing of Extension Requests. All requests for extensions must be submitted in writing to the GCEC Administrator.

(1) If the request is within the purview, s/he will act on it within 5 days.
Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

(i) If recommended for approval, the administrator will report the action to the Standing committee on Appeals. The approval must be countersigned by the GCEC chair.

(ii) If denied, the administrator will provide a written explanation of the denial to the applicant. The applicant can appeal to the GCEC Standing Committee on Appeals within 10 days of receipt of notice of denial.

(2) If it is not within the purview of the administrator, it will be channeled to the Appeals Committee within 5 days. The GCEC Administrator will forward the file (request, rejection notice and any other pertinent information) to the Appeals committee. It will act on it within 30 days at the Appeals Committee meeting and provide a recommendation to the GCEC at the next regularly scheduled meeting. The Appeals Committee may request to meet with the applicant.

(3) The GCEC will act on the recommendation of the Appeals Committee at the next regular meeting following established agenda guidelines:

(i) If denied, the educator has 10 days to exercise his/her right to a final reconsideration, by providing additional documentation to the Appeals committee via the GCEC office.

(ii) At the next regularly scheduled GCEC meeting, the educator can make a 5-minute presentation to the GCEC that includes any additional factors that have not been presented.

(iii) If no additional documentation is provided, the request for reconsideration is denied.

(iv) The commission will vote on the final reconsideration. The request for reconsideration cannot be further appealed.

(d) Reporting of Requests. All actions by either the Administrator or Appeals committee on requests for extensions of certificates must be reported at the regular GCEC meetings.

(e) Length of Extensions. All approved requests will follow the established policies for length of extensions.

(f) Conditions for Extension. Every effort shall be made to make the request within thirty (30) days of the expiration of the certificate date. The time extension provided in Sub-rule (a) of this Rule may be granted to any individual holding an educator certificate, if one of the conditions below applies to the certificate holder during the validity period of the certificate:
(i) The certificate holder suffered a medical condition which prevented him or her from satisfying the requirements for renewal of his certificate and such individual provides written proof from a licensed physician that he or she suffered such medical condition, including the duration of the medical condition.

(ii) The certificate holder has been on active duty in the military and provides his or her form DD-214 verifying dates of service preventing him or her from satisfying the requirements for renewal of his certificate.

(iii) Personal or immediate family member medical expenses incurred by the certificate holder which were not covered under a plan of health insurance caused financial hardship on the certificate holder, preventing him or her from meeting the financial requirements (i.e., tuition for courses) for certificate renewal. For purposes of this subsection, the holder shall maintain, for review by the Commission, records, receipts or letters from his or her insurance company, health care provider or any other relevant entity indicating such financial hardship.

(iv) A Commission administrative problem prevented the certificate holder from complying with the requirements for renewal of his or her certificate and the Executive Director of the Commission determines that the administrative problem is adequate to justify the extension.

(v) The certificate holder has been unable to secure employment or experience relevant to a specific employment or experiential requirement for renewal of his certificate, and such inability has prevented him or her from satisfying such requirement. For purposes of this subsection, the holder shall maintain a list of schools or school districts contacted, including dates, and a detailed written explanation thereof.

(vi) The certificate holder, because of extreme hardship or other circumstances beyond his or her control was unable to complete the requirements for renewal of certification. For purposes of this subsection, the Commission may require from the certificate holder, evidence of the extreme hardship.

GCEC Rule 113. Fees

(a) Disposition of Fees. Fees collected for the issuance and maintenance of educator certificates shall be used to carry out the goals and objectives of the Guam Commission for Educator Certification to include the daily operations of the Guam Certification Office. Such fees may be expended for, but not limited to; the following appropriation classifications: Personnel Services; Operations; Utilities; and Capital Outlay.

(b) Application Fee. Every application for a certificate hereunder shall be accompanied by an application fee. The application fee for review for certification shall be equal to the certification fee. If the applicant for initial certification fulfills all the requirements, the certification fee will be reduced by fifty percent (50%). If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of application. Out-of-state application fees will incur an additional $25 for
Rules and Regulations of the Guam Commission for Educator Certification  
(PROPPOSED)

evaluation. The application fee for renewal of certificates shall be equal to the certification fee, with no reduction in the certificate fee. The cost for the certificate will be $5 per year regardless of the length of certificate. The application fee is non-refundable.

(c) **Endorsement Fee.** An endorsement of a second content area may be added to an educator certificate at any time during the term of the certificate. A temporary endorsement will be added to a certificate with evidence of 6 credit hours in the content area and a payment of a $10 fee. To receive a professional endorsement, the applicant must provide evidence of successful completion of at least 15 credit hours in the content or 24 in the case of library science. The professional endorsement fee will be $25 and will remain with the primary certificate through any renewal, with the payment of the additional fee.

**Each** certificate prescribed by this Rule shall be as follows:

<table>
<thead>
<tr>
<th>CERTIFICATE CATEGORY</th>
<th>APPLICATION FEE</th>
<th>INITIAL CERTIFICATE</th>
<th>RENEWAL CERTIFICATE</th>
<th>LENGTH OF CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Temporary</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>2 year</td>
</tr>
<tr>
<td>2. Initial Educator</td>
<td>$15.00</td>
<td>$15.00 (50%)</td>
<td>NONE</td>
<td>3 year</td>
</tr>
<tr>
<td>3. Professional</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>5 years</td>
</tr>
<tr>
<td>4. Master Educator</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>10 years</td>
</tr>
<tr>
<td>5. Temporary Chamoru</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>2 year</td>
</tr>
<tr>
<td>6. Basic Chamoru</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>1 year</td>
</tr>
<tr>
<td>7. Initial Chamoru</td>
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<td>$15.00</td>
<td>NONE</td>
<td>3 years</td>
</tr>
<tr>
<td>8. Temporary Head Start</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>2 years</td>
</tr>
<tr>
<td>9. Basic Head Start</td>
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<td>$10.00</td>
<td>$10.00</td>
<td>4 years</td>
</tr>
<tr>
<td>10. Temporary CTE</td>
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<td>$10.00</td>
<td>$10.00</td>
<td>2 years</td>
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<tr>
<td>11. Basic CTE</td>
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<td>$15.00</td>
<td>$15.00</td>
<td>3 years</td>
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<tr>
<td>12. Professional CTE</td>
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<td>$25.00</td>
<td>$25.00</td>
<td>5 years</td>
</tr>
<tr>
<td>13. Reading Specialist</td>
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<td>$25.00</td>
<td>$25.00</td>
<td>5 years</td>
</tr>
<tr>
<td>14. Initial Administrator</td>
<td>$15.00</td>
<td>$15.00</td>
<td>NON</td>
<td>3 years</td>
</tr>
<tr>
<td>15. Professional Admin</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>5 years</td>
</tr>
<tr>
<td>16. Master Admin</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>10 years</td>
</tr>
</tbody>
</table>
Rules and Regulations of the Guam Commission for Educator Certification
(Proposed)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>17. Temporary Endorsement</td>
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<td>18. Professional Endorsement</td>
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<td>19. Temporary Counselor</td>
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<td>$10.00</td>
<td>NON</td>
</tr>
<tr>
<td>20. Initial Counselor</td>
<td>$10.00</td>
<td>$10.00</td>
<td>NON</td>
</tr>
<tr>
<td>21. Professional Counselor</td>
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<td>$25.00</td>
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<tr>
<td>22. Master Counselor</td>
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<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>23. Replacement</td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
</tbody>
</table>

GCEC Rule 114. Disciplinary Action

(a) Complaints. Proceedings to suspend or to revoke an individual's certificate may be initiated by any person who may press or prefer charges of immoral or unprofessional conduct, evident unfitness for teaching, or evident unsatisfactory performance or persistent defiance of, and refusal to obey laws, these rules and regulations, the approved Educator Code of Ethics.

(1) Any and all charges presented against holding a certificate must be made in writing, sworn to by the person or persons making them before a Notary Public and shall be filed with the Secretary of the Commission.

(2) All charges made should include the following: the name and address of the complaint and respondent, a concise statement of the complaint with facts supporting the allegation that a violation has occurred and a statement of the relief sought. The complainant shall sign the complaint witnessed by a Notary Public.

(3) Complaints may also be initiated by any member of the Commission, procedures available at office, where only submittal of facts or documents. Such submittals shall be without opinion. The submitting Commission member may participate in actions pertaining to the matter without prejudice provided opinions were not included with the submittals.

(4) Prior to any disciplinary action being taken, the Commission may negotiate a Settlement of the charges.
(5) If no response is received by the Commission by the due date, the Commission may proceed on the Accusation without a hearing.

(b) Summons and Complaint.

(1) In the event the Commission determines that a probable cause exists, the Legal Counsel of the Commission shall be requested to prepare a summons and complaint.

(2) The summons and complaint shall be personally served or mailed to the last known address of the individual holding a certificate at least thirty (30) days before the date fixed for hearing. If mailed, a return receipt shall be requested.

(3) The summons and complaint shall show the time, place and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, reference to the particular section of statutes and/or rules involved, and a short and plain statement of the matters asserted. The notice of the summons and complaint shall indicate that at any hearing the accused individual registrant or firm holding a certificate shall have the right to appear in person or be represented by counsel or both to cross-examine witnesses in his or her or its defense and to produce evidence and witnesses of his or her or its defense. If the accused person or corporation fails or refuses to appear, the Commission may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of this Territory.

(c) Evidentiary Matters. The Commission shall follow the Administrative Adjudication Act on this matter.

(d) Conduct of Hearing. The Commission shall follow the Administrative Adjudication Act wherein either the Legal Counsel shall hear the case and make recommendations to the Commission, or where the Commission hears the case, the hearing officer shall act as the judge.

(e) Order of the Commission. The Commission shall issue an order as soon as possible from the date of the final hearing.

(f) Discipline. Upon order by the Commission in which the respondent is found guilty of the charges, the Commission may issue a reprimand, suspend, and refuse to renew the individual's certificate; or revoke certification immediately. At its discretion, the Commission may stay, permanently or temporarily, the execution of its order conditioned on any provision that the Commission believes appropriate under the circumstances for the case.

GCEC Rule 115. Code of Ethics

(a) Educators
PRINCIPLE I: Commitment to the Students. The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the students, the educator:

(1) Shall treat all students with respect and dignity.
(2) Shall provide students with opportunities for expansion of ideas and support their varying perspectives.
(3) Shall make reasonable effort to protect students from conditions harmful to learning or to health and safety.
(4) Shall maintain a professional relationship with students.
(5) Shall maintain confidentiality of students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
(6) Shall not deliberately suppress or distort subject matter relevant to students’ progress.
(7) Shall not intentionally expose students to embarrassment or disparagement.
(8) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
   (i) Exclude any student from participation in any program.
   (ii) Deny benefits to any student.
   (iii) Grant any advantage to any student.

PRINCIPLE II: Commitment to the Profession. The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator:

(1) Shall act with integrity and treat all colleagues with respect and dignity.
(2) Shall maintain the positive and professional image of educators in the community.
(3) Shall maintain confidentiality of colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
(4) Shall not knowingly make false or malicious statements about a colleague.
(5) Shall not in an application for a professional position deliberately make false statement or fail to disclose a material fact related to competency and qualification.
(6) Shall not misrepresent his/her professional qualifications.
(7) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
(8) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
(9) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
Sanctions. Major violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or other sanctions as stipulated by law or GCEC rule.

(b) Commissioners

The Guam Commission for Educator Certification is responsible for ensuring the public that educators working in the Guam schools meet high standards. Therefore, the Commissioners confirm their commitment to this goal through high standards of behavior, recognizing the responsibility they hold to the future of the Island. The Code of Ethics is the guideline for the behavior of standards of the Commissioners.

(1) Commission members shall maintain the integrity of their position as representatives of the Guam Commission for Educator Certification.

(2) Commission members will make every effort to be prepared, punctual, in attendance at and participate in every Commission meeting.

(3) Commission members who are representing agencies will ensure that a representative will be designated to attend meetings; in addition, the choice of designee will be consistent to maintain continuity.

(4) Commission members will encourage free expression of opinion by all Commission and committee members, and staff, while maintaining the confidentiality of personnel issues discussed in committee or as a Commission.

(5) Commission members shall conduct meetings in an orderly manner, follow rules of order, and through their demeanor and words, maintain the dignity of all Commission members. In addition, any Commission member shall act as a spokesperson for the Commission when specifically authorized to do so.

(6) Commission members shall work together with a sense of collegiality and cooperation, both in their meetings as a whole and in sub committees.

(7) Commission members will not use their position on the Guam Commission for Educator Certification for personal advancement or the advancement of those known to them.

(8) Commission members will maintain a spirit of cooperation and keep open lines of communication with the Director and other personnel of the Guam Commission for Educator Certification; with the Guam School System, both public and private; and with the community at-large.

(9) Commission members will keep up-to-date on issues dealing with educator certification, staff development, and current educational research, in order to
render decisions based on a review of all aspects of the issues, including a balanced consideration of state and local influences.

(10) Commission members will accept and abide by the Guam laws that impact the legal and fiscal responsibilities of the Guam Commission for Educator Certification

GCEC Rule 116. Reinstatement of Certification After Suspension

(a) Petition for Reinstatement. Upon petition of an individual formerly holding a certificate, which has since been suspended, the Commission may reissue a certificate provided that a majority of the members of the Commission vote in favor of such issuance.

(b) Commission Action. The Commission, for reasons it may deem sufficient, may reissue a certificate to any person whose certificate has been suspended. Such reissuance shall not supersede prior Commission decisions and recommendations as to penalty etc. taken for disciplinary action.

(c) Conflict and Bias  
(i) A Commission Member shall be excused and shall not vote in any action, disciplinary or otherwise, if the Commission Member may be biased for or against a Respondent or there may exist a potential conflict of interest. If a potential conflict of interest or bias exists, such determination shall be made by a majority vote of the remaining Commission members.

(ii) If the Commission member has a potential conflict, that Commission member is obligated to disclose such a potential conflict.

GCEC Rule 117. Severability. If any of the Rules and Regulations, or any part thereof, of this Commission promulgated under the provisions of the rule making authority for Territory agencies are found by the courts to be invalid for any reason, the remainder shall continue in full force and effect. Each Rule and/or any portion thereof shall be severable.

GCEC Rule 118. Adoption and Amendment of Rules

(a) Adoption of Rules. Rules or regulations are adopted by this Commission, under the provision of Public Law 29-73 governing the practice of professional educators in K-12 which may be reasonably necessary for the proper performance of its duties and the regulations of the proceedings before it. They must not be inconsistent with the Constitution and the laws of Guam and shall be in compliance with the Administrative Adjudication Act.

(b) Petition for Rule-making. Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule or regulation by the Commission shall address a petition to the Executive Director. The container of the petition shall clearly bear the
notation: RULE-MAKING PETITION RE: and then the subject area. The petition must contain the following information:

(i) an indication of the subject area to which the petition is directed;
(ii) either a draft of the proposed rule or a summary of its contents;
(iii) reasons for proposal;
(iv) effect on existing rules or orders;
(v) any data supporting the proposal;
(vi) effect of the proposed rule on existing practices in the area involved, including cost factors;
(vii) names or a description of those most likely to be affected by the proposed rule; and
(viii) name and address of petitioner.

(c) Timelines. The Executive Director shall transmit the petition to the Commission within ten 10 days after receiving the petition. The Commission shall make a decision on whether to grant or deny the petition within fifty (50) days. This rule shall be carried out in accordance with 5 GCA § 9307.
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SECRETARY
Vacant

MARCH 18, 2011

MEMORANDUM

TO: Senator Judith Won Pat
Speaker

FROM: Roberta M. Abaday
GCEC

RE: Rules and Regulations for Head Start Educators, GCEC Rule 106

The Guam Commission for Educator Certification met with Ms. Cathy Schroeder from Head Start at our March 15, 2011 meeting. Head Start has been working diligently to comply with the changes in the laws dealing with Head Start Certification. In our efforts of collaboration, we have worked together with Ms. Schroeder to revise the GCEC Head Start Certification Requirements to meet the changes that are now mandated by law. To that effort, an adjustment to our Rules and Regulations has been made in the requirements to support highly qualified teachers, and to change the name to Preschool Certification.

We ask that you replace the Rule 106 included in the submitted Rules and Regulations, with the attached Rule 106. This revision has been approved by both parties, the GCEC and Head Start.

Please help to support our efforts by encouraging the approval of the Rules and Regulations which have been submitted. Thank you for your continued support.

Roberta M. Abaday
GCEC

attachment
GCEC Rule 106. Certificates for Preschool (Birth – Kindergarten)

(a) Basic Preschool Certificate

(1) Minimum Requirements. An associate degree in early childhood education; or an associate degree in a field related with equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-aged children, or a baccalaureate degree or advanced degree in early childhood education, and has not taken and/or passed the PRAXIS I, or a baccalaureate or advanced degree in a related field and coursework equivalent to a major related to early childhood education and experience teaching preschool-aged children and has not taken and/or passed PRAXIS I. The degree must be from a U.S. regionally accredited post-secondary learning institution.

(2) Length of Certification. The length of certification of a Basic Head Start Certification shall be three (3) years.

(3) Renewability. The Preschool Certificate may be renewed any number of times with evidence of satisfactory performance evaluation by the administrator; and fifteen (15) clock hours of Head Start specific in-service professional development that is classroom focused and regularly evaluated by the Head Start program of the Guam Department of Education. The holder of a Basic Teaching Certificate, on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c).
AN ACT TO APPROVE THE PROPOSED RULES FOR THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Approval of Administrative Rules and Regulations. The Administrative Rules and Regulations of for the Guam Commission for Educator Certification to the Guam Legislature submitted by the Guam Commission for Educator Certification on February 18, 2011 and amended by the Guam Legislature is hereby approved.

Section 2. Chapter 8 of Title 5A GARR is hereby added to read as follows:

CHAPTER 8

5A GARR - Education

GUAM COMMISSION FOR EDUCATOR CERTIFICATION

RULES AND REGULATIONS

§8101. GCEC Rule 100. Introduction

§8102. GCEC Rule 101. Definitions

§8103. GCEC Rule 102. Organization and Function of the Commission
§8104. GCEC Rule 103. Issuance of Certificates, General

§8105. GCEC Rule 104. Certificates for Teachers, General

§8106. GCEC Rule 105. Certificates for Chamoru Language and Culture Teachers

§8107. GCEC Rule 106. Certificates for Headstart Teachers

§8108. GCEC Rule 107. Certificates for Career and Technical Education Teachers

§8109. GCEC Rule 108. Certificates for Reading Specialists

§8110. GCEC Rule 109. Certificates for School Administrators

§8111. GCEC Rule 110. Endorsements for School Librarians

§8112. GCEC Rule 111. Certificates for School Counselors

§8113. GCEC Rule 112. Extension on Certification

§8114. GCEC Rule 113. Fees

§8115. GCEC Rule 114. Disciplinary Action

§8116. GCEC Rule 115. Code of Ethics

§8117. GCEC Rule 116. Reinstatement of Certification After Suspension

§8118. GCEC Rule 117. Severability

§8119. GCEC Rule 118. Adoption and Amendment of Rules

§8101. GCEC Rule 100 Introduction.

(a) Purpose. The purpose of adopting rules of procedure is to ensure the proper performance of the duties of the Guam Commission for Educator Certification (hereinafter known as the Commission or GCEC) by the regulation of procedures, meetings, records, and conduct thereof.

(b) Requirements for Adoption. The adopted rules of procedure must be consistent with the Organic Act and Laws of Guam. The rules must be promulgated and approved by the Commission and they must be adopted in accordance with the Administrative Adjudication Law.
(c) Authority of Rules. Rules of procedure adopted by the Commission shall be binding upon persons issued certificates under Public Law 29-73.

§8102. GCEC Rule 104. Definitions.

The following definitions and terms, when used in these rules and regulations shall have the following meanings unless the context clearly indicates otherwise:

(1) ‘Accredited Institution’ means a United States regionally accredited college or university or a foreign equivalent.

(2) ‘Acceptable Grades for Credit’ means grades in courses to earn acceptable credit must be passing grades in accordance with the institution where the courses were taken.

(3) ‘GPA’ refers to the acceptable Grade Point Average.

(4) ‘Administrator’ means an educator whose primary duties involve: (i) program development or (ii) supervision or internal management of a school, school program, or school system.

(5) ‘Approved Program’ means a program for preparation of professional educators, which is offered through an accredited institution and has been approved by the commission for professional educator certification in which the program is provided and includes a supervised student teaching/internship field experience.

(6) ‘CACREP’ (Council for Accreditation of Counseling and Related Education Programs) is an accrediting body for counseling and related programs.

(7) ‘Certification’ is a license qualifying the recipient to practice as a professional educator on Guam.
(8) 'Clock Hours' means actual time spent in professional development.

(9) 'Commission' means the Guam Commission on Educator Certification as established under Public Law 29-73.

(10) 'Course' means an instructional unit that has one (1) or more academic credits.

(11) 'Continuing Education Unit' is a non-credit unit used by regionally accredited post-secondary institutions that are members of the International Association for Continuing Education and Training (IACET). Ten (10) contact hours is equivalent to one (1) CEU. The CEU credit cannot be used for degree credit requirements. For re-certification purposes, three (3) CEU credits will equal to one (1) semester credit.

(12) 'Credential' refers to the documents that constitute evidence of training, licensure, experience, and expertise of a practitioner.

(13) 'Educator' is a teacher, administrator, or support professional required by the Commission to hold a certificate.

(14) 'Endorsement' is a recognition of qualifications in a specialized field as indicated on the certificate.

(15) 'Evaluation' indicates the most recent professional evaluation supplied by a supervisor.

(16) 'Executive Director' refers to the Executive Director of the Office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

(18) ‘IRA’ means the International Reading Association.

(19) ‘Mentorship’ refers to a program that provides peer guidance to new educator or administrator and is approved by Guam Department of Education or an accredited institution.

(20) ‘NCATE’ is the National Council for Accreditation of Teacher Education. It is one of the U.S. accrediting bodies for teacher education colleges and institutions.

(21) ‘NASDTEC Interstate Agreement’ means the contract sponsored by the National Association of State Directors of Teacher Education and Certification (NASDTEC) concerning reciprocal licensing of educational personnel among participating jurisdictions.

(22) ‘Praxis I’ means the pre-professional skills test that measures basic academic skills in reading, writing, and mathematics from Educational Testing Service (ETS).

(23) ‘Praxis II’ means a subject assessment from Educational Testing Service of knowledge in a specialty or content area.


(25) ‘Professional Activities’ refer to a variety of activities which meet a goal for educator improvement and professional growth, and may include college and university credits, attending or presenting workshops, seminars, conferences, action research, curriculum development, work experience, district or school
committee work, advisorships, mentoring, presentations at conferences, publications, or work on special projects.

(26) ‘Professional Growth Plan’ (PGP) is the component of the evaluation program completed by the educator and approved by the site administrator. It is based on the educator performance standards, and professional activities and/or courses to fulfill the identified standards in the candidate’s school/district. The Guam PGP information can be located at the websites for GCEC and the Guam Department of Education.

(27) “Year of Experience” refers to acceptable determination for teacher or administrator length of service as per respective employment agreement.


(a) Composition and Function of the Commission. The composition, duties, functions, powers and responsibilities of the Guam Commission for Educator Certification (the ‘Commission’) shall generally be as provided and authorized in 17 GCA Chapter 27 of Title 17, Guam Code Annotated.

(b) Ex-Officio Members. The ex-officio members of the Commission shall be those identified in 17 GCA §27003 of Title 17, Guam Code Annotated. Ex-officio members shall not vote in the proceedings of the Commission, but may introduce and discuss motions in public meetings of the Commission.

(c) Officers of the Commission. The officers of the Commission, elected by the voting members, shall be a Chairperson, Vice-Chairperson, and a Treasurer. The Executive Director shall serve as the Executive Secretary in accordance with 17 GCA §27019 of Title 17, Guam Code
Annotated. Each officer shall have duties, functions, powers and responsibilities:

(1) As prescribed for such office by law;
(2) Which by general consent and parliamentary custom pertain to such office, consistent with the law; and
(3) As are consistent with the foregoing and which, in addition, the Commission may prescribe.

(d) Election and Term of the Chairperson of the Commission. The Chairperson shall be that person so designated as the presiding officer for a term of (2) two years, in accordance with Title 17 GCA §27005 of Title 17, Guam Code Annotated. The Chairperson shall be elected from among the voting members of the Commission.

(e) Election and Term of Other Officers of the Commission. The Vice-Chairperson and the Treasurer shall be elected and shall serve a term in the same manner as the Chairperson.

(f) Executive Secretary. The Executive Director shall serve as the Executive Secretary of the Office Commission, appointed by the Commission in accordance with 17 GCA §27018 and §27019 of Title 17, Guam Code Annotated.

(g) Duties of the Chairperson of the Commission. The duties of the Chairperson shall be to call and preside at all meetings of the Commission; to call special meetings of the Commission; to serve ex-officio as a member of all standing, designated or advisory committees of the Commission; to appoint committees and to take such other action as is consistent with these rules or the laws. The Chairperson is entitled to vote on all matters before the Commission.
(h) **Duties of the Vice-Chairperson of the Commission.** The duty of the Vice Chairperson shall be to perform the duties of the Chairperson at his or her request or in case of his or her absence or incapacity.

(i) **Duties of the Treasurer of the Commission.** The duties of the Treasurer shall be to report to the Commission on the finances of the Commission at each regular meeting of the Commission; to present an annual budget to the Commission for approval; and to perform the duties of the Chairperson in case of the absence of both the Chairperson and the Vice Chairperson.

(j) **Duties of the Executive Secretary of the Commission.** The Executive Secretary of the Commission shall serve ex-officio as a member of the Commission and have the following duties: to give notice of all regular and special meetings of the Commission and to compile and distribute the agenda for each such meeting with the notice thereof; to record the proceedings of the Commission in a book or books to be kept therefore; to preserve all documents, papers and records determined by the Commission to be a part of its official records; to conduct correspondence as directed by the Commission and to certify official documents and proceedings; and to carry out all statutory responsibilities.

(k) **Executive Secretary Designees.** The Executive Secretary, with the written approval of the Chairperson, may designate an employee of the Commission to carry out the duties set forth in (j) of this section under the direction of the Executive Secretary. During the absence or incapacity of the Executive Secretary, the duties of Executive Secretary shall be performed by such designee and, in the absence of such designee, by such other person as may be designated by the Chairperson.
(l) **Removal of Officers and Committee Chairpersons.** Four (4) affirmative votes of the Commission's membership shall be required for the removal of the Chairperson, the Vice Chairperson, the Treasurer or any Committee Chairperson.

(m) **Committees of the Commission.**

(1) **Practice of the Commission.** The Commission shall act upon matters considered, and upon recommendations made, by designated committees of the Commission, but any member may present matters to the Commission for consideration without prior reference to a committee.

   (i) The Chairperson may appoint such committees of the Commission as may be deemed necessary, provided that each such committee shall be automatically discharged on completion of its assignment or otherwise as the Chairperson may designate.

   (ii) The Chairperson shall be a member ex-officio of each committee. Any member of the Commission may attend any meeting of any committee of the Commission.

   (iii) Temporary work assignments of a functional or project nature may be made by the Chairperson of the Commission to individual members of the Commission, each such assignment to terminate automatically upon the report to, and final action by the Commission on such project.

   (iv) Notice of all committee meetings shall be given to all members of the Commission. Such notice shall be no less than the minimum possible notice under the Open Government Law.

(n) **Meetings of the Commission.**

(1) **Requirements for Public Notice.** All meetings of the Commission, shall be publicly noticed in accordance with Title 5, GCA,
Chapter 8 of Title 5, Guam Code Annotated, otherwise known as the Open Government Law of Guam.

(2) Regular Meetings. The regular meetings of the Commission shall be held at least quarterly, as mandated by law. All regular meetings shall be held on Guam.

(3) Notice to Commission Members of Meetings. Written notice of each regular meeting of the Commission shall be given to each member at least ten (10) days prior to the date fixed for the meeting, which notice shall state the time and place of the meeting and, in the case of special meetings, the purpose for which it has been called.

(4) Agenda of Regular Meetings. A written agenda of matters to be considered at each regular meeting shall be determined by the Chairperson, attested by the Executive Secretary, and given to each Commission member no less than ten (10) days prior to the date fixed for a regular meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Chairperson by:

(i) committees of the Commission relating to their reports;

(ii) any Commission member, given to the Chairperson twelve (12) days prior to the date of the regular meeting at which consideration is desired and containing a title and/or description of the agenda items.

(iii) The Commission Chairperson will provide, on a timely basis, to other Commission members reason for removing an agenda item after it has been posted, in accordance to 17-GCA §27013 of Title 17, Guam Code Annotated.

(5) Special Meetings. Special meetings of the Commission may be held at any time and at any place on Guam. Special meetings may be called by the Chairperson or by a majority of the members then serving on the
Commission by a written notice to the Executive Secretary in which the
time, place and purpose of the meeting are set forth.

(6) Quorum. A quorum shall consist of four (4) voting members.
Actions of the Commission shall be carried by a vote of not less than four
(4) voting members, in accordance with 17-GCA §27013 of Title 17, Guam
Code Annotated.

(7) Rules of Order. Unless otherwise specified in these rules, all
meetings of the Commission shall be conducted in accordance with Robert’s
Rules of Order Revised.

(8) Action at Commission Meetings. Except in an emergency, the
Commission shall take action on a matter of policy only when the matter has
been discussed by the Commission at a previous meeting. This provision
may be waived by a unanimous vote of the members present. For purposes
of this Rule, an emergency shall first be declared by a vote of five (5)
members.

(9) Public Participation Policy. It is the policy of the Commission to
encourage and permit public comment on matters within the Commission’s
jurisdiction.

(i) General Public Comment. The Commission shall include
general public comment as an agenda item at each regular meeting of the
Commission.

(ii) Comment, Not Debate. During public comment, speakers
shall address their remarks to the Commission as a whole and not to
individual Commission members, Commission personnel, or the audience.

(iii) Recording Commission Proceedings. Members of the public
may record Commission meetings while not under executive session with an
audio or video recorder or still or motion picture camera.
(o) **Compensation and Expenses.** A Commission member shall receive compensation for serving on the Commission in the amount of Fifty Dollars ($50) for each Commission meeting attended. A member is entitled to reimbursement for actual and necessary expenses incurred in performing functions as a member of the Commission, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

(p) **Executive Director.** The Commission shall employ and determine the compensation of an Executive Director who shall be responsible to carry out all statutory responsibilities, the administration of the policies of the Commission, and to manage the daily operations of the Commission. The Commission shall annually evaluate the performance of the Executive Director.

(q) **Relationship of the Commission to Executive Director.** Pursuant 17-GCA to §27019 of Title 17, Guam Code Annotated, although the relationship between the Executive Director and individual Commission members is collegial, the relationship of the Commission to the Executive Director is hierarchical. The Executive Director is accountable only to the Commission as whole, and not to an individual Commission member.

(r) **Employment of Personnel.** The Executive Director shall hire other staff according to the staffing pattern approved by the Commission. Employment of persons shall be in accordance with 17-GCA § 27018 of Title 17, Guam Code Annotated.

(s) **Budget.** Prior to October 1st of each year, the Executive Director shall prepare, for approval and consideration by the Commission, a budget for the following fiscal year. Upon appropriation by the I Liheslaturan Guahan, the Commission shall make expenditures from this budget for the purposes as stated.
(t) Accounting Procedures

(1) Cash Receipts. A receipt shall be issued for all money received by the Commission. The Executive Director, or designated entity, shall oversee all money paid to the Commission. The Executive Director shall keep appropriate books on behalf of the Commission and shall record in the Cash Receipt Book a record of all money received as stated in the law.

(2) Cash Disbursements. All cash disbursements shall be supported by invoices or purchase orders. All cash disbursements shall be recorded in the cash disbursement book.

(3) Financial Reports. Financial Reports shall be prepared and disseminated by the Executive Director in accordance to the current applicable General Appropriations Act. A copy of each report shall be furnished to the Commission treasurer on or before the next regular Commission meeting after submission.

(4) Publications of the Commission. The publications of the Commission shall include but not be limited to:

(i) a roster showing the name of each certificate holder. The roster shall be revised annually;

(ii) the complete current text of the laws, regulations and rules governing educator certification; and

(iii) the Annual Report of the Commission which shall be published no later than ninety (90) days after the end of the fiscal year.

§8104. GCEC Rule 103. Issuance of Certificates, General

(a) Certificates, General. The Certificates issued by the Commission shall be those listed in these rules and regulations accompanied by their specific certification requirements and subject to the provisions of these rules and regulations.
(b) **Examination of General Knowledge.** All candidates for Guam Professional Educator Certification, except for those listed in subsection GCEC Rule 103 (c) of this section, shall take and pass the test of essential skills in reading, writing, and mathematics known as PRAXIS I. Applicants shall designate that the Guam Certification Office receive official test scores from ETS. Guam’s passing scores for PRAXIS are those scores for Guam as published by ETS.

(c) **Exemption from Examination of General Knowledge Requirement.** Candidates for the following certificates, due to their unique specialization, shall be exempt from the Examination of General Knowledge Requirement under subsection (b) of this section:

1. all Certificates for Chamorrou Language and Culture Teachers under §8106 of this Chapter GCEC Rule 105;
2. all certificates issued for Basic Preschool Head-Start Teachers provided under §8107 of this Chapter GCEC Rule 106; and
3. all certificates issued for Career and Technical Education Teachers under §8108 of this Chapter GCEC Rule 107;

(d) **Examination of Specialization or Content Area Knowledge.** Where applicable, candidates for Guam Professional Educator Certification shall pass an appropriate test for content area knowledge. Where no content area test has been approved by the Commission, Guam’s content test passing score shall be the Praxis II test passing score adopted by the State of Hawaii or a score reflecting eighty (80%) percent pass rate of the average maximum range respectively.

(e) **Examination of Pedagogical Knowledge.** Candidates for Guam Professional Teacher Certification shall pass a test for pedagogical knowledge.
(f) Certification Validity Date. A certificate shall be valid from the date that the certificate is issued by the Guam Certification Office. The length of certification of that particular certificate shall be specified by GCEC rule, unless revoked, suspended, or extended by the Commission.

(g) Renewal of Expired Certification. Any person holding an expired Guam Professional Certification is subject to the following:

(1) If such certification expired five (5) years or less from the date of application for reinstatement, such person shall complete the requirements for recertification specified in regulations in effect during the validity period of the expired certificate; or

(2) If such certification expired six (6) or more than five (5) years from the date of application for reinstatement, such certificate shall not be eligible for renewal. The applicant must apply for initial certification pursuant to current requirements.

(h) Recency of Study: All applicants seeking professional certification must satisfy recency of study through one of the following routes:

(1) Completion of six (6) semester hours or equivalent credits in professionally related course work earned within five (5) years preceding the date of application; or

(2) Completion of at least one (1) full year of acceptable school experience (teaching, administrative, or program specialist) within five (5) years preceding the date of application while working in another one of the fifty states on a valid certificate issued by that state.

(i) Basis for Certification. College credits or degrees to be applied towards fulfilling certification requirements must be from accredited colleges or universities of the United States, or any of its administrative
jurisdictions notwithstanding any provisions to the contrary contained in these rules.

(j) **Transcripts.** Official transcripts, furnished by the college or university, shall be the basis for determining the educational qualifications of an applicant for certification. Transcripts shall be forwarded from the university or college to the Guam Certification Office or by the applicant in an unopened, unaltered envelope sealed by the registrar.

(k) **Continuing Education Units.** Continuing Education Units (CEU) may be used for recertification. For re-certification purposes, three (3) CEU will equal to one (1) semester credit. The CEU cannot be used for degree credit requirements. For Continuing Education Units (CEU’s) to be counted for recertification, they must be acquired from a program affiliated with a regionally accredited institution.

(l) **Holders of Degrees from NCATE-Accredited Institutions.** Holders of degrees in teacher preparation awarded by an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) shall be eligible for an Initial Educator Certificate.

(m) **Interstate Reciprocity.** Individuals holding a valid state teaching credential, such as a license or certificate, may qualify for an initial Guam certificate with comparable endorsement areas provided such license is issued by a state that has signed the NASDTEC Inter-State Agreement and is a full credential without deficiencies; or holds national certification from the National Board for Professional Teaching Standards (NBPTS).

(n) **Graduate of Foreign Institutions of Higher Learning.** Graduates of foreign institutions of higher learning, to be granted a certificate, must meet the Professional certification requirements of this policy. The applicant’s transcripts must be evaluated by an agency that is
capable of determining the country’s educational system where the coursework was completed. The list of agencies is available at the Guam Certification Office. A credential evaluation report, including an equivalency summary is required. A course-by-course evaluation including the equivalency in United States semester credit hours and United States grade equivalent is necessary. A detailed report is required for the GCEC to be able to determine if an equivalent teacher education program has been completed.

(o) Related Work Experience. A statement signed by an appropriate authorized official of a school district or other employing agency shall be the basis for determining the experience qualifications of an applicant for certification.

(p) Guam History or Culture. All persons issued an educational professional certificate and who have not completed a three (3) semester credit course in Guam history or culture shall complete one (1) such course during the first year after certification. Failure to meet this requirement shall constitute sufficient cause to cancel the certificate until the deficiency is corrected.

(q) Special Policy for Incumbents as of the School Year 1953-54. Holders of certificates by the Guam Department of Education as of the school year 1953-54 shall be given credit for years of successful experience and for attendance at Guam Summer Institutes and normal school providing they were of at least six (6) weeks duration and were operated by the Department of Education. After that date, only college credits earned will be credited toward certificates. Credit shall be given for attendance at Institutions and normal schools previous to 1954 as designated in the certification table.
(r) Masters Degree Equivalent for Certain Incumbents. Those incumbents of the Guam Department of Education who earned what is known as “masters degree equivalent” status under the policies of the Guam Education Policy Board between August 22, 1966 and August 8, 2007 shall retain such a status for certification purposes.

(s) Alternative Certification (Fast Track). Individuals participating in the concentrated course program focused on the Department of Education Guam Public School System certification requirements known and referred to as the “Fast Track Teacher Certification Program” shall waive student teaching or internship teaching requirements with evidence of two (2) years of documented and verifiable teaching experience. Teaching experience shall be scholastic in nature and include college/university, vocational, military, business sector, and or any other related area. Both years of teaching experience must indicate satisfactory performance. [Pursuant to P.L. 29-02]

§8105. GCEC Rule 104. Certificates for Teachers, General.

(a) Temporary Teaching Certificate

(1) Minimum Qualifications. A Temporary Teaching Certificate may be issued to an applicant who presents evidence that he or she has completed a Bachelor’s degree and a passing score on Praxis-I.

(2) Length of Certification. The length of certification of a Temporary Teaching Certificate shall be two (2) years.

(3) Renewability. A Temporary Teaching Certificate may be renewed one (1) time provided the applicant presents evidence of the following:
(i) earned twelve (12) semester hours applicable to the requirements of an Initial Educator Certificate, within the certification validity period; and

(ii) satisfactory performance evaluation.

(4) Holders issued certificates known as “Emergency” by the Department of Education. A holder of a certificate known as an “Emergency” teaching certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25, 1000.27, 1000.144; or 1000.20(B) may be issued a Temporary Educator Certificate under §8105 GCEC Rule 104 (a) of this Chapter provided they meet the minimal qualifications of the Temporary Educator Certificate and met the applicable renewal requirements of the certificate issued under the respective policies of the Board. Holders of Temporary Educator Certificates issued under this Sub-rule shall be subject to renewal requirements of the Temporary Educator Certificate.

(b) Initial Educator Certificate.

(1) Minimum Qualifications. An Initial Educator Certificate may be issued to an applicant who presents evidence of the following:

(i) Earns a degree from a state-approved Educator Preparation Program from an accredited college or university in any of the 50 United States or its jurisdictions.

(ii) For non-education preparation program graduates, presents evidence of successfully completing the following requirements: earns a degree from an accredited college or university; or completion of an approved program (in content area) from an accredited college or university; and completes educational program aligned with Guam Professional Teacher Standards.
(iii) Grade point average of 2.70 or higher.

(iv) Successfully passes Praxis I and Praxis II Principles of Learning (PLT) tests.

(2) **Length of Certification.** The length of certification for an Initial Educator Certificate shall be three (3) years. The certificate holder shall be required to work as an Initial Educator for two (2) years in order to qualify for a Professional Educator Certificate.

(3) **Renewability.** An Initial Educator Certificate shall not be renewable.

(c) **Professional Educator Certificate.**

(1) **Minimum Qualifications.** A Professional Educator Certificate may be issued to an applicant who presents the following evidence:

(i) Fulfillment of all educational requirements for the Initial Educator Certificate or the Initial Educator Chamorro Language and Culture Teaching Certificate and provides evidence of the following:

(ii) Completion of requirements related to Guam History or Guam Culture;

(iii) Completion of sixty (60) clock hours of professional activities;

(iv) Satisfactory performance evaluation and/or completion of Professional Growth Plan as approved by on-site administrator;

(v) Completion of a one-year mentorship in a Guam school;

and

(vi) Completion of two (2) years as an Initial Certificate Holder.
(2) **Length of Certification.** The length of certification for a Professional Educator Certificate shall be five (5) years.

(3) **Renewability.** A Professional Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Professional Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:

(i) Completion of ninety (90) clock hours of professional activities to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on-site; and

(ii) Satisfactory performance evaluation.

(4) **Holders of Professional I Certificates issued by the Department of Education.** Notwithstanding subsection (c) of this section, a Professional Educator Certificate may be issued to a holder of a valid or recently expired “Professional I” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional I certification period.

(d) **Master Educator Certificate**

(a) **Minimum Qualifications.** A Master Educator Certificate may be issued to an applicant who presents evidence of the following:

(i) He or she meets all educational requirements for the Initial Educator Certificate and the Professional Educator Certificate;

(ii) Has a minimum of at least five (5) years of satisfactory teaching experience; and

(iii) Has earned a Master’s Degree and/or is a National Board Certified Teacher.
(b) Length of Certification. The length of certification for a Master Educator Certificate shall be ten (10) years.

(c) Renewability. A Master Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Master Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:

(i) Completion of one hundred twenty (120) clock hours of professional activities, to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on site, and

(ii) Satisfactory performance evaluation.

(d) Holders of Professional II Certificates issued by the Department of Education. A Master Educator Certificate may be issued to holder of a “Professional II” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional II certification period. No Master Educator Certificate issued under this rule shall be renewed for an applicant who does not provide evidence of having completed a Master’s degree.

(e) Professional Endorsement for Specialty Areas. Educators wishing to certify in multiple content areas or to add an additional area, are able to apply for an endorsement on their existing certificate. To qualify for an endorsement, the applicant must provide evidence of the successful completion of fifteen (15) credit hours in the field. There will be an additional charge for the endorsement which will last the term of the existing certificate.
1 certificate. Specialty areas for consideration are library science, instructional technology, visually impaired, orientation and mobility, deaf and hearing impaired, speech, media specialist, etc or other specialty areas as approved by GCEC.

§8106. GCEC Rule 105. Certificates for Chamorro Language and Culture Teachers

(a) Temporary Chamorro Language and Culture Teaching Certificate

(1) Minimum Qualifications. A Temporary Chamorro Language and Culture Teaching Certificate may be issued to an applicant who presents evidence of completing thirty (30) semester hours of college credit, to include at least six (6) semester hours of Chamorro language; and proficiency in the language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) Length of Certification. The length of certification of the Temporary Chamorro Language and Culture Certificate shall be two years (2) years.

(3) Renewability. The Temporary Chamorro Language and Culture Certificate may be renewed one (1) time provided that evidence of satisfactory performance evaluation and proof of having earned twelve (12) semester hours applicable to Initial Educator and/or Chamorro Language & Culture Certificate requirements within the certification validity period.

(b) Basic Educator Chamorro Language and Culture Teaching Certificate.

(1) Minimum Qualifications. Basic Educator Chamorro Language and Culture Teaching Certificate may be issued to an applicant who:
(i) presents evidence of completing sixty (60) semester hours of college credit to include at least twelve (12) semester hours of Chamorro language; and

(ii) demonstrates proficiency in the Chamorro language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) **Length of Certification.** The length of certification of the Basic Educator Chamorro Language and Culture Certificate shall be one (1) two years.

(3) **Renewability.** Basic Educator Chamorro Language and Culture Certificate may be renewed any number of times provided the certificate holder submits:

(i) evidence of satisfactory performance evaluation; and

(ii) evidence of six (6) or more semester hours of college credit applicable to Initial Educator and/or Chamorro Language and Culture Teaching Certificate requirements within the validity of certificate.

(c) **Initial Educator Chamorro Language and Culture Teaching Certificate.**

(1) **Minimum Qualification.** The Initial Educator Chamorro Language and Culture Teaching Certificate may be issued to an applicant who, in addition to meeting such certificate’s minimum experience and Chamorro Language requirements, presents evidence of completing a Bachelor’s degree and fulfilling the requirements for an educational degree credits.

(2) **Length of Certification.** The length of certification of the Initial Educator Chamorro Language and Culture Certificate shall be three (3) years.
(3) **Renewability.** The Initial Educator *Chamorro* Language and Culture Teaching Certificate is non-renewable. The holder of a *Chamorro* Language and Culture Teaching Certificate, on or before expiration date, shall apply for Professional Certificate as per the requirements in §8105 GCEC-104 (c) of this Chapter.

§8107. GCEC Rule 106. Certificates for Head Start Teachers.

(a) **Temporary Head-Start Certificate**

(1) **Minimum Requirements.** An associate degree in early childhood education; or an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool age children. The degree must be from a regionally accredited post-secondary learning institution.

(b) **Length of Certification.** The length for a Temporary Head Start Certificate is two (2) years.

Renewability. The Temporary Head Start Certificate may be renewed two (2) times with evidence of satisfactory performance evaluation; and proof of having earned twelve (12) or more semester hours of college credit per year applicable to requirements for a bachelor's degree in Early Childhood Education, or related field.

Basic Educator Preschool Head-Start Certificate

(1) **Minimum Requirements.** A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education from a regionally accredited institution; and a minimum of six (6) months experience teaching pre-school children; or

A baccalaureate degree in any field and has been admitted into the Teach for America program, passed a rigorous early childhood content exam
by ETS, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America's professional staff.

An associate degree in early childhood education; or an associate degree in a field related with equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-age children, or a baccalaureate degree or advanced degree in early childhood education, and has not taken and/or passed the PRAXIS I, or a baccalaureate or advanced degree in a related field and coursework equivalent to a major related to early childhood education and experience teaching preschool-aged children and has not taken and/or passed PRAXIS I. The degree must be from a U.S. regionally accredited post-secondary learning institution.

(2) Length of Certification. The length of certification of a Basic Educator Preschool Head Start Certificate shall be four (4) three (3) years.

(3) Renewability. The Basic Educator Head Start Certificate may be renewed any number of times with evidence of satisfactory performance evaluation; by the administrator; and eighty (80) hours of in-service training initiated or by the Head Start program of the Guam Department of Education. The holder of a Basic Teaching Certificate, fifteen (15) clock hours of Head Start specific in-service professional development that is classroom focused and regularly evaluated by the Head Start program of the Guam Department of Education on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c). The holder of a Basic Educator Preschool Certificate, on or before expiration date, may apply for Initial Educator Certificate as per the requirements in §8105 (c) of this Chapter.

(a) Temporary Career Technical Education (CTE) Teaching Certificate.

(1) Minimum Requirements. The Temporary CTE Teaching Certificate may be issued to an applicant who presents evidence of graduation from high school or a GED Equivalence, and must have completed eight (8) years of full-time employment in a recognized trade in the area of specialty.

(2) Length of Certification. The length of certification of a Temporary CTE Teaching Certificate shall be two (2) years.

(3) Renewability. The Temporary CTE Teaching Certificate may be renewed one (1) time with evidence of satisfactory performance evaluation and completion of six (6) semester hours in career and technical education.

(b) Basic Educator Career Technical Education Teaching Certificate

(1) Minimum Requirements. The Basic Educator CTE Teaching Certificate may be issued to an applicant who, presents evidence of either of the following educational qualifications: Completion of an Associate Degree in the area of specialty and at least twelve (12) semester hours of credit in CTE teaching methods, CTE curriculum, CTE Assessment, CTE philosophy and CTE laboratory management; or

Completion of an Associate Degree in Education with at least eighteen (18) credit hours in area of specialty and twelve (12) semester hours in career and technical education.
(2) **Length of Certification.** The length of certification of a Basic Educator Career Technical Education Teaching Certificate shall be three (3) years.

(3) **Renewability.** The Basic Educator Career Technical Education Teaching Certificate may be renewed any number of times with evidence of satisfactory completion of at least twelve (12) semester hours towards a Bachelor’s degree in Basic Technical Education or in the area of specialty and satisfactory performance evaluations.

(c) **Professional Educator Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Professional Educator Career Technical Education Teaching Certificate may be issued to an applicant who:

(i) presents evidence of a Bachelor’s Degree in a Technical area of specialty, such as Industrial Technology, Career and Technical Education, Technology Education, Industrial Arts, or Engineering, and including at least twenty four (24) semester hours in Career Technical Education; and

(ii) presents evidence of either of the following: One (1) year verifiable work related technical experience beyond the apprenticeship or learner level in the area of the technical specialty to be taught; or

(iii) One (1) year recent successful teaching experience in the technical specialty area for which the candidate was professionally trained.

(2) **Length of Certification.** The length of certification of a Professional Educator Career Technical Education Teaching Certificate shall be five (5) years.
(3) **Renewability.** The Professional Educator Career Technical Education Teaching Certificate may be renewed any number of times by providing evidence of either of the following:

(i) official transcripts for six (6) graduate credits or six (6) professionally related undergraduate semester hours; and satisfactory performance evaluations; or

(ii) eighteen (18) Continuing Education Units (CEU’s) or a combination of academic credits and CEU’s completed within validity period of expired certificate and two hundred forty (240) hours of relevant industry experience; and

(iii) satisfactory performance evaluations.

§8109. GCEC Rule 108. Certificates for Reading Specialists.

(1) **Minimum Qualifications.** A Reading Specialist Certificate may be issued to an applicant who presents evidence that he or she has passed the Praxis II (Reading Specialist -0300) exams assessment; completed a Master’s Degree in Language and Literacy/Reading as aligned with International Reading Association (IRA) standards; completed three (3) years of successful teaching experience in the area of reading and/or language arts; and successful earned ninety (90) semester hours of supervised internship or practicum within the Pre K – 12 levels.

(2) **Length of Certification.** The length of certification of a Reading Specialist Certificate shall be five (5) years.

(3) **Renewability.** The Reading Specialist Certificate may be renewed any number of times provided the holder presents evidence of a satisfactory performance evaluation and the following within the certification validity period:
(i) Earned six (6) graduate credits related to the field of literacy (i.e. reading, writing, English Second Language (ESL), linguistics) that meet state-approved standards for graduate level literacy courses; or

(ii) Ninety (90) clock hours of Professional Growth activities aligned with IRA standards verified by site administrator; or

(iii) Any combination of credits and professional activities equivalent to ninety (90) clock hours.


(a) Initial Administrator Certificate

(1) Minimum Qualifications. An Initial Administrator Certificate may be issued to an applicant who presents evidence that he or she has completed a Master’s Degree; five (5) years of full-time classroom teaching experience; completion of an approved school administration program; and a passing score on the School Leaders Licensure Assessment (SLLA). The passing score shall be determined by the Commission.

The approved school administration program includes skills for K-12 school-level building principal; and that it is aligned with the Guam School Administrator Standards; or program is from a college or university within any of the fifty states or administrative jurisdictions and whose advance degree has been awarded by an institution accredited by the National Council for Accreditation of Teacher Education.

(2) Length of Certification. The length of certification for an Initial Administrator Certificate shall be three (3) years.

(3) Renewability. The Initial Administrator Certificate is not renewable.

(4) Mentorship Requirement. During the certification period and to be eligible for the Professional Administrator certificate, the holder of an
Initial Administrator Certificate shall provide evidence of completing a mentorship of not less than one (1) year, during the initial certification period, in a Guam school.

(b) Professional Administrator Certificate

(1) Minimum Qualifications. A Professional Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Initial Administrator requirements; has completed three (3) years of school level administrative experience; presents evidence of satisfactory performance evaluation by the administrator; and has completed sixty (60) hours of professional activities.

(2) Length of Certification. The length of certification for a Professional Administrator Certificate shall be five (5) years.

(3) Renewability. The Professional Administrator Certificate is renewable any number of times. The applicant shall complete or provide ninety (90) hours of professional growth activities; a Professional Growth Plan concurred by the appropriate superintendent or immediate supervisor and/or satisfactory performance evaluation by supervisor.

Special Policy for Holders of “Professional I” Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional I” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Professional Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

(c) Master Administrator Certificate
(1) Minimum Qualifications. A Master Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Professional Administrator requirements; has completed thirty (30) graduate credits in school leadership or a related field beyond the Master’s Degree; presents evidence of satisfactory performance approved by the administrator; and has completed ninety (90) hours of professional activities.

(2) Length of Certification. The length of certification for a Master Administrator Certificate shall be ten (10) years.

(3) Renewability. The Master Administrator Certificate is renewable any number of times. A certificate holder shall provide evidence of completing one hundred twenty (120) hours of professional growth activities during the certification period; and presents evidence of satisfactory performance approved by the administrator.

Special Policy for Holders of Master Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional II” or “Professional III” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Master Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

§8111. GCEC Rule 440. Endorsements for School Librarians

(a) Temporary School Librarian Endorsement

(1) Minimum Qualifications. A Temporary School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher with a minimum of five (5) years of full-
time teaching experience and has completed six (6) semester hours in library science.

(2) **Length of Endorsement.** The length of endorsement of a Temporary School Librarian Endorsement shall be two years (2).

(3) **Renewability.** A Temporary School Librarian Endorsement may be renewed two (2) times provided that evidence of satisfactory evaluations as a school librarian and an official transcript which indicates six (6) semester hours toward professional school librarian endorsement has been acquired per year.

(b) **Professional School Librarian Endorsement.**

(1) **Minimum Qualifications.** Professional School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher; has completed at least twenty-four (24) semester hours of library science courses aligned with American Library Association (ALA) and/or American Association of School Librarians (AASL) standards (in classification and cataloging; selection and acquisition of library materials; library/media administration; reference services; application of library automation and information access; internship or practicum) or has received a certificate of completion from a certified library science program from a regionally accredited university; presents evidence that he or she completed five (5) years of teaching experience; and presents evidence of a satisfactory evaluation from the administrator.

(2) **Length of Endorsement.** The length of endorsement of a Professional School Librarian Endorsement shall be the same as the educator certificate held by the applicant.

(3) **Renewability.** A Professional School Librarian Endorsement may be renewed any number of times provided that he or she presents
evidence of satisfactory service as a school librarian; completion of ninety (90) hours of professional activities to include semester hours in courses that will enhance the school librarian’s work (such as courses in specific content areas, education courses, and library science courses); and Continuing Education Units, or Professional Growth Plan requirements, as approved by the administrator that have been acquired within the preceding five (5) years.

§8112. GECCE Rule 111. Certificates for School Counselors.

(a) Temporary School Counselor Certificate

(1) Minimum Qualifications. A Temporary School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

Earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling; and

successfully passed Praxis I (PST).

(2) Length of Certification. The length of certification of a Temporary School Counselor Certificate shall be two (2) years.

(3) Renewability. A Temporary School Counselor Certificate shall not be renewable.

(b) Initial Counselor Certificate.

(1) Minimum Qualifications. An Initial School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;
(ii) Successfully passed Praxis I (PST) and Praxis II (Counseling);

(iii) Completion of an approved graduate level program in School Counseling as aligned with CACREP Common Core Areas and School Counseling Domains;

(iv) Internship in School Counseling with ninety (90) hours of University/College supervised field based counseling experiences in K-12 settings.

(2) Length of Certification. The length of certification of an Initial School Counselor Certificate shall be two (2) three (3) years.

(3) Renewal Requirement. An Initial School Counselor Certificate shall not be renewable.

(c) Professional Counselor Certificate

(1) Minimum Qualifications. A Professional School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Master’s Degree in School Counseling; or meets all Initial Counselor prerequisites and have an advanced degree;

(ii) Successfully passed PRAXIS I (PST);

(iii) Two hundred (200) hours of supervised field-based experiences in K-12 settings;

(iv) Two (2) years satisfactory School Counseling;

(v) A Professional Growth Plan acknowledged by site administrator; and

(vi) One (1) year of satisfactory classroom teaching or three hundred sixty (360) hours of K-12 counseling related classroom teaching/sessions.
(2) **Length of Certification.** The length of certification of a Professional School Counselor Certificate shall be five (5) years.

(3) **Renewal Requirement.** A Professional School Counselor Certificate may be renewed with the completion of ninety (90) hours of professional counseling related activities within the five (5) – year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

(d) **Master School Counselor Certificate**

(1) **Minimum Qualification.** A Master School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

   (i) Earned a Master’s degree in School Counseling;

   (ii) Seven (7) years satisfactory counseling in K-12 setting;

   (iii) Two (2) years satisfactory classroom teaching in K-12 settings; or seven hundred twenty (720) hours of K-12 counseling related classroom teaching/sessions; and

   (iv) Fifteen (15) categorical graduate credits beyond the Master’s Degree in Counseling and/or related field (i.e. education, psychology, etc.)

(2) **Length of Certification.** The length of certification of a Masters School Counselor Certificate shall be ten (10) years.

(3) **Renewal Requirement.** A Master’s School Counselor Certificate may be renewed upon completion of one hundred twenty (120) hours of professional counseling related activities within the ten (10) year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

§8113. GCEC Rule 112. **Extension on Certification.**
(a) **Time Extension, General.** The Executive Director may grant a one-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Sub-rules subsections (b) and (c) of this rule section, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, the Executive Director shall not grant an extension under this policy for the requirements to complete a three (3) semester credit course in Guam history, or Guam Culture, within the first year after the person’s certification, pursuant to 17 GCA §5105 of Title 17, Guam Code Annotated. Nor shall the Executive Director grant extensions under this policy that are contrary to any other law. Any individual granted an extension under this section shall complete all the requirements for recertification within the extension period.

(b) **Standing Committee on Appeals.** The GCEC will establish a standing committee on appeals for extension of certifications. The GCEC chair will appoint three members to this committee.

(c) **Processing of Extension Requests.** All requests for extensions must be submitted in writing to the GCEC Administrator Office.

   (1) If the request is within the purview, the Executive Director will act on it within five (5) working days.

   (i) If recommended for approval, the Executive Director will report the action to the Standing committee on Appeals. The approval must be countersigned by the GCEC chair.

   (ii) If denied, the Executive Director will provide a written explanation of the denial to the applicant. The applicant can appeal to the GCEC Standing Committee on Appeals within ten (10) working days of receipt of notice of denial.
(2) If it is not within the purview of the administrator Executive Director, it will be channeled to the Appeals Committee within five (5) working days. The GCEC Administrator will forward the file (request, rejection notice and any other pertinent information) to the Appeals committee. It will act on it within 30 twenty (20) working days at the Appeals Committee meeting and provide a recommendation to the GCEC at the next regularly scheduled meeting. The Appeals Committee may request to meet with the applicant.

(3) The GCEC will act on the recommendation of the Appeals Committee at the next regular meeting following established agenda guidelines:

(i) If denied, the educator has ten (10) working days to exercise his/her right to a final reconsideration, by providing additional documentation to the Appeals committee via the GCEC office.

(ii) At the next regularly scheduled GCEC meeting, the educator can make a five (5) minute presentation to the GCEC that includes any additional factors that have not been presented.

(iii) If no additional documentation is provided, the request for reconsideration is denied.

(iv) The commission will vote on the final reconsideration. The request for reconsideration cannot be further appealed.

(d) Reporting of Requests. All actions by either the Administrator Executive Director or Appeals committee on requests for extensions of certificates must be reported at the regular GCEC meetings.

(e) Length of Extensions. All approved requests will follow the established policies for length of extensions.
(f) **Conditions for Extension.** Every effort shall be made to make the request within thirty (30) calendar days of the expiration of the certificate date. The time extension provided in Sub-rule subsection (a) of this Rule section may be granted to any individual holding an educator certificate, if one of the conditions below applies to the certificate holder during the validity period of the certificate:

(i) The certificate holder suffered a medical condition which prevented him or her from satisfying the requirements for renewal of his certificate and such individual provides written proof from a licensed physician that he or she suffered such medical condition, including the duration of the medical condition.

(ii) The certificate holder has been on active duty in the military and provides his or her form DD-214 verifying dates of service preventing him or her from satisfying the requirements for renewal of his certificate.

(iii) Personal or immediate family member medical expenses incurred by the certificate holder which were not covered under a plan of health insurance caused financial hardship on the certificate holder, preventing him or her from meeting the financial requirements (i.e. tuition for courses) for certificate renewal. For purposes of this subsection, the holder shall maintain, for review by the Commission, records, receipts or letters from his or her insurance company, health care provider or any other relevant entity indicating such financial hardship.

(iv) A Commission administrative problem prevented the certificate holder from complying with the requirements for renewal of his or her certificate and the Executive Director of the Commission determines that the administrative problem is adequate to justify the extension.
(v) The certificate holder has been unable to secure employment or experience relevant to a specific employment or experiential requirement for renewal of his certificate, and such inability has prevented him or her from satisfying such requirement. For purposes of this subsection, the holder shall maintain a list of schools or school districts contacted, including dates, and a detailed written explanation thereof.

(vi) The certificate holder, because of extreme hardship or other circumstances beyond his or her control was unable to complete the requirements for renewal of certification. For purposes of this subsection, the Commission may require from the certificate holder, evidence of the extreme hardship.

§8114. GCEC Rule 113. Fees.

(a) Disposition of Fees. Fees collected for the issuance and maintenance of educator certificates shall be used to carry out the goals and objectives of the Guam Commission for Educator Certification to include the daily operations of the Guam Certification Office. Such fees may be expended for, but not limited to; the following appropriation classifications: Personnel Services; Operations; Utilities; and Capital Outlay.

(b) Application Fee. Every application for a certificate hereunder shall be accompanied by an application fee. The application fee for review for certification shall be equal to the certification fee. If the applicant for initial certification fulfills all the requirements, the certification fee will be reduced by fifty percent (50%). If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of application. Out-of-state application fees will incur an additional Twenty Five dollars ($25.00) for evaluation. The application fee for renewal of certificates shall be equal to the certification fee, with no
reduction in the certificate fee. The cost for the certificate will be Five Dollars ($5.00) per year regardless of the length of certificate. The application fee is non-refundable.

(c) Endorsement Fee. An endorsement of a second content area may be added to an educator certificate at any time during the term of the certificate. A temporary endorsement will be added to a certificate with evidence of six (6) credit hours in the content area and a payment of a Ten Dollars ($10.00) fee. To receive a professional endorsement, the applicant must provide evidence of successful completion of at least fifteen (15) credit hours in the content or twenty four (24) credits in the case of library science. The professional endorsement fee will be Twenty Five Dollars ($25.00) and will remain with the primary certificate through any renewal, with the payment of the additional fee.

Each certificate prescribed by this Rule shall be as follows:

<table>
<thead>
<tr>
<th>CERTIFICATE CATEGORY</th>
<th>APPLICATION FEE</th>
<th>INITIAL CERTIFICATE</th>
<th>RENEWAL CERTIFICATE</th>
<th>LENGTH OF CERTIFICATE</th>
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§8115. GCEC Rule 114 - Disciplinary Action

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(a) **Complaints.** Proceedings to suspend or to revoke an individual's certificate may be initiated by any person who may press or prefer charges of immoral or unprofessional conduct, evident unfitness for teaching; or evident unsatisfactory performance; or persistent defiance of, and refusal to obey laws, these rules and regulations, the approved GCEC Educator Code of Ethics.

(1) Any and all charges presented against holder of holding a certificate must be made in writing, sworn to by the person or persons making them before a Notary Public and shall be filed with the Secretary of the Commission.

(2) All charges made shall include the following: the name and address of the complainant and the accused respondent, a concise statement of the complaint with facts supporting the allegation that a violation has occurred and a statement of the relief sought. The complainant shall sign the complaint witnessed by a Notary Public.

(3) Complaints may also be initiated by any member of the Commission, procedures available at office, where only submittal of facts or documents. Such submittals shall be without opinion. The submitting Commission member may participate in actions pertaining to the matter without prejudice provided opinions were not included with the submittals.

(4) Prior to any disciplinary action being taken, the Commission may negotiate a Settlement of the charges.

(5) If no response is received by the Commission by the due date, the Commission may proceed on the Accusation without a hearing.

(b) **Summons and Complaint.**
(1) In the event the Commission determines that a probable cause exists, the Legal Counsel of the Commission shall be requested to prepare a summons and complaint.

(2) The summons and complaint shall be personally served or mailed to the last known address of the individual holding a certificate at least thirty (30) calendar days before the date fixed for hearing. If mailed, a return receipt shall be requested.

(3) The summons and complaint shall show the time, place and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, reference to the particular section of statutes and/or rules involved, and a short and plain statement of the matters asserted. The notice of the summons and complaint shall indicate that at any hearing the accused individual registrant or firm holding a certificate shall have the right to appear in person or be represented by counsel or both to cross-examine witnesses in his or her or its defense and to produce evidence and witnesses of his or her or its defense. If the accused person or corporation fails or refuses to appear, the Commission may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of this Territory Guam.

(c) **Evidentiary Matters.** The Commission shall follow the Administrative Adjudication Act on this matter.

(d) **Conduct of Hearing.** The Commission shall follow the Administrative Adjudication Act wherein either the Legal Counsel shall hear the case and make recommendations to the Commission, or where the Commission hears the case, the hearing officer shall act as the judge.
(e) **Order Decision of the Commission.** The Commission shall issue a decision within thirty (30) calendar days of receipt of recommendation from Legal Counsel an order as soon as possible from the date of the final hearing.

(f) **Discipline.** Upon order by the Commission in which the accused respondent is found guilty of the charges, the Commission may issue a reprimand, suspend, and or refuse to renew the individual's certificate; or revoke certification immediately. At its discretion, the Commission may stay, permanently or temporarily, the execution of its order conditioned on any provision that the Commission believes appropriate under the circumstances for the case.


(a) Educators.

**PRINCIPLE I: Commitment to the Students.** The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the students, the educator:

1. Shall treat all students with respect and dignity.
2. Shall provide students with opportunities for expansion of ideas and support their varying perspectives.
3. Shall make reasonable effort to protect students from conditions harmful to learning or to health and safety.
4. Shall maintain a professional relationship with students.
(5) Shall maintain confidentiality of students obtained in the course
of professional service unless disclosure serves a compelling professional
purpose or is required by law.

(6) Shall not deliberately suppress or distort subject matter relevant
to students’ progress.

(7) Shall not intentionally expose students to embarrassment or
disparagement.

(8) Shall not on the basis of race, color, creed, sex, national origin,
marital status, political or religious beliefs, family, social or cultural
background, or sexual orientation, unfairly:

(i) Exclude any student from participation in any program.

(ii) Deny benefits to any student.

(iii) Grant any advantage to any student.

**PRINCIPLE II: Commitment to the Profession.** The education
profession is vested by the public with a trust and responsibility requiring
the highest ideals of professional service. In the belief that the quality of
the services of the education profession directly influences the nation and
its citizens, the educator shall exert every effort to raise professional
standards, to promote a climate that encourages the exercise of professional
judgment, to achieve conditions that attract persons worthy of the trust to
careers in education, and to assist in preventing the practice of the
profession by unqualified persons. In fulfillment of the obligation to the
profession, the educator:

(1) Shall act with integrity and treat all colleagues with respect and
dignity.

(2) Shall maintain the positive and professional image of educators
in the community.
(3) Shall maintain confidentiality of colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

(4) Shall not knowingly make false or malicious statements about a colleague.

(5) Shall not in an application for a professional position deliberately make false statement or fail to disclose a material fact related to competency and qualification.

(6) Shall not misrepresent his/her professional qualifications.

(7) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

(8) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

(9) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

(b) Sanctions. Major violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or other sanctions as stipulated by law or GCEC rule.

(c) Commissioners Code of Ethics

The Guam Commission for Educator Certification is responsible for ensuring the public that educators working in the Guam schools meet high standards. Therefore, the Commissioners confirm their commitment to this goal through high standards of behavior, recognizing the responsibility they hold to the future of the Island. The Code of Ethics is the guideline for the behavior of standards of the Commissioners.

(1) Commission members shall maintain the integrity of their
position as representatives of the Guam Commission for Educator Certification.

(2) Commission members will make every effort to be prepared, punctual, in attendance at and participate in every Commission meeting.

(3) Commission members who are representing agencies will ensure that a representative will be designated to attend meetings; in addition, the choice of designee will be consistent to maintain continuity.

(4) Commission members will encourage free expression of opinion by all Commission and committee members, and staff, while maintaining the confidentiality of personnel issues discussed in committee or as a Commission.

(5) Commission members shall conduct meetings in an orderly manner, follow rules of order, and through their demeanor and words, maintain the dignity of all Commission members. In addition, any Commission member shall act as a spokesperson for the Commission when specifically authorized to do so.

(6) Commission members shall work together with a sense of collegiality and cooperation, both in their meetings as a whole and in sub committees.

(7) Commission members will not use their position on the Guam Commission for Educator Certification for personal advancement or the advancement of those known to them.

(8) Commission members will maintain a spirit of cooperation and keep open lines of communication with the Director and other personnel of the Guam Commission for Educator Certification; with the Guam school system, both public and private; and with the community at-large.

(9) Commission members will keep up-to-date on issues dealing
with educator certification, staff development, and current educational research, in order to render decisions based on a review of all aspects of the issues, including a balanced consideration of state and local influences.

(10) Commission members will accept and abide by the Guam laws that impact the legal and fiscal responsibilities of the Guam Commission for Educator Certification

§8117. GCEC Rule 116. Reinstatement of Certification After Suspension.

(a) Petition for Reinstatement. Upon petition of an individual formerly holding a certificate, which has since been suspended, the Commission may reissue a certificate provided that a majority of the members of the Commission vote in favor of such issuance.

(b) Commission Action. The Commission, for reasons it may deem sufficient, may reissue a certificate to any person whose certificate has been suspended. Such reissuance shall not supersede prior Commission decisions and recommendations as to penalty etc. taken for disciplinary action.

(c) Conflict and Bias

(i) A Commission Member shall be excused and shall not vote in any action, disciplinary or otherwise, if the Commission Member may be biased for or against a Respondent or there may exist a potential conflict of interest. If a potential conflict of interest or bias exists, such determination shall be made by a majority vote of the remaining Commission members.

(ii) If the Commission member has a potential conflict, that Commission member is obligated to disclose such a potential conflict.

§8118. GCEC Rule 117. Severability. If any of the Rules and Regulations, or any part thereof, of this Commission promulgated under the
provisions of the rule making authority for Territory Government of Guam agencies are found by the courts to be invalid for any reason, the remainder shall continue in full force and effect. Each Rule and/or any portion thereof shall be severable.

§8119. GCEC Rule 118. Adoption and Amendment of Rules

(a) Adoption of Rules. Rules or regulations are adopted by this Commission, under the provision of Public Law 29-73 governing the practice of professional educators in K-12 which may be reasonably necessary for the proper performance of its duties and the regulations of the proceedings before it. They must not be inconsistent with the Constitution and the laws of Guam and shall be in compliance with the Administrative Adjudication Act.

(b) Petition for Rule-making. Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule or regulation by the Commission shall address a petition to the Executive Director. The container of the petition shall clearly bear the notation: RULE-MAKING PETITION RE: and then the subject area. The petition must contain the following information:

(i) an indication of the subject area to which the petition is directed;

(ii) either a draft of the proposed rule or a summary of its contents;

(iii) reasons for proposal;

(iv) effect on existing rules or orders;

(v) any data supporting the proposal;

(vi) effect of the proposed rule on existing practices in the area involved, including cost factors;
(vii) names or a description of those most likely to be
affected by the proposed rule; and
(viii) name and address of petitioner.

(c) **Timelines.** The Executive Director shall transmit the petition
to the Commission within ten (10) working days after receiving the
petition. The Commission shall make a decision on whether to grant or
deny the petition within fifty (50) calendar days. This rule shall be carried
out in accordance with 5-GCA §9307 of Title 5, Guam Code Annotated.

**Section 3. Effective Date.** This Act shall become effective upon the date
of the enactment of this Act.
COMMITTEE ON EDUCATION & PUBLIC LIBRARIES
SIGN-IN SHEET
PUBLIC HEARING
April 11, 2011


<table>
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<tr>
<th>NAME</th>
<th>AGENCY OR ORGANIZATION (IF ANY)</th>
<th>SUPPORT? OPPose?</th>
<th>WRITTEN TESTIMONY</th>
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<tr>
<td>Roberta Abadal</td>
<td>GCEC</td>
<td>Support</td>
<td>Yes</td>
<td>Yes</td>
<td>637-3361</td>
<td><a href="mailto:re.panda@yaho.com">re.panda@yaho.com</a></td>
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<tr>
<td>Maggie Algo-Actual</td>
<td>GCEC</td>
<td>Support</td>
<td>Yes</td>
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<td>789-0429</td>
<td><a href="mailto:maalg@guam.net">maalg@guam.net</a></td>
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<tr>
<td>Cecilia Camacho</td>
<td>Retired</td>
<td>Support</td>
<td></td>
<td>Yes</td>
<td>7345181</td>
<td>camacho27080@</td>
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<tr>
<td>Joseph Algo-Actual</td>
<td>DCA</td>
<td>Support</td>
<td></td>
<td>Yes</td>
<td>777-5900</td>
<td>@yaho.com</td>
</tr>
<tr>
<td>Ronald Leon</td>
<td>DOE/DEP</td>
<td>Support</td>
<td></td>
<td>Yes</td>
<td>678-8907</td>
<td>Mary s.in</td>
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<tr>
<td>Aleen M. T.</td>
<td>DOE/DEP</td>
<td>Support</td>
<td>Yes</td>
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<tr>
<td>Fanny Muna</td>
<td>DOE/DEP</td>
<td>Support</td>
<td>Yes</td>
<td></td>
<td>797-3155</td>
<td>Cabbage7@email</td>
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<tr>
<td>Nestor M.</td>
<td>DOE/DEP</td>
<td>Support</td>
<td>Yes</td>
<td></td>
<td>789-9739</td>
<td>seago@dsainc.</td>
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<tr>
<td>Severina Atafig</td>
<td>UOG/DOE</td>
<td>Support</td>
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<td>Yes</td>
<td>686-2181</td>
<td>rmarckhullstodk2</td>
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<tr>
<td>Rosina Mendovala</td>
<td>DOE/DEP</td>
<td>Support</td>
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COMMITTEE ON EDUCATION & PUBLIC LIBRARIES
SIGN-IN SHEET
PUBLIC HEARING
April 11, 2011


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<td>Joylin Cojuego</td>
<td>GDOE</td>
<td>Support</td>
<td></td>
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<td>697-1064</td>
<td><a href="mailto:jc@guam.gov">jc@guam.gov</a></td>
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<td>Michael Yable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>472-6521</td>
<td>m.yable@guam</td>
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<td>Rosalie Lupon</td>
<td>GDOS</td>
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<td></td>
<td></td>
<td>482-6720</td>
<td>m.ruppen@guam</td>
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<tr>
<td>Geneva Pay</td>
<td></td>
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<td>653-561</td>
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<tr>
<td>Asuncion S. Guerrero</td>
<td>GCEC</td>
<td>Support</td>
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<td>Theresa Taitano</td>
<td></td>
<td>Support</td>
<td></td>
<td></td>
<td>427-3880</td>
<td>m.taitano@guam</td>
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<tr>
<td>Cecilio N. Sackard</td>
<td>GDOE</td>
<td>Support</td>
<td></td>
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<td>585-6759</td>
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<tr>
<td>Trini Torres</td>
<td>Tamotana</td>
<td>Support</td>
<td></td>
<td></td>
<td>477-0638</td>
<td>trini@taitano</td>
</tr>
<tr>
<td>Danny Kaegawa</td>
<td>GCEC</td>
<td></td>
<td></td>
<td></td>
<td>633-6131</td>
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Bill No. 117-31 (COR)
Page 2 of 2
Support for Proposed GCEC Rules and Regulations, April 11, 2011

As the previous chairperson of the Guam Commission for Educator Certification (GCEC), I am a witness to the hard work, dedication, and inclusion of all stakeholders involved in the process of revising the previous policies, rules and regulations of the certification office to the current proposed GCEC Rules and Regulations. I give my full support to the Proposed Rules and Regulations for the GCEC.

Meeting on a monthly basis over the last two years, in addition to meetings with advisory committees, the commissioners read over, revised, and fine-tuned all the rules and regulations presented to the Legislature for approval. The following were taken into consideration in the process:

1. There was a need for a standardization of terms and requirements across all levels of educators.
2. The previous problems with the system were reviewed to create a user friendly, easy to understand, and equitable system.
3. The opinions of the stakeholders were considered and the advisory groups met to revise the phrasing and requirements to meet the needs, while maintaining the standardization. The following advisory groups met to revise the current proposal:
   i. Teachers
   ii. Counselors
   iii. Administrators
   iv. Librarians
   v. Career and Technical Educators
   vi. Health Board (Nurses)
   vii. Head Start
   viii. Chamoru Language teachers, Chamoru Studies Division Director, and University Program Coordinator
4. The advisory groups not only assisted with the revisions, but also read and approved the appropriate sections.
5. All commission members reviewed each section and ensured that the language was consistent and specific to meet the rules and regulations.
6. Every posted agenda included “Rules and Regulations” as an item for public comment. The rules and regulations were posted on the website and available at the GCEC office. All advisory groups were able to review and comment upon the pertinent sections, along with the entire proposal. A public hearing was held for public discussion.
7. Included in the Proposed Rules and Regulations are 1. Code of Ethics for Educators (based upon the format of, and approved by, NEA), 2. Code of Ethics for Commissioners.

I would like to give my support to the Proposed GCEC Rules and Regulations presented before the Legislature with one change to be made. After submitting the Proposed Rules and Regulations, new guidelines came from the Federal Government for the Head Start Program. Working with the Head Start Coordinator, the Rules and Regulations were revised to meet the new Federal mandates. A copy of the proposed changes, approved by Head Start and GCEC, has already been forwarded to Senator Won Pat’s office. Please consider the changes to the Proposed GCEC Rules and Regulations to remove the current Head Start section and replace it with the submitted Head Start section, submitted to the Senator’s office and available as an attachment.

Respectfully,

Roberta M. Abaday, NBCT
GCEC Rule 106. Certificates for Preschool (Birth – Kindergarten)

(a) Basic Preschool Certificate

(1) Minimum Requirements. An associate degree in early childhood education; or an associate degree in a field related with equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-aged children, or a baccalaureate degree or advanced degree in early childhood education, and has not taken and/or passed the PRAXIS I, or a baccalaureate or advanced degree in a related field and coursework equivalent to a major related to early childhood education and experience teaching preschool-aged children and has not taken and/or passed PRAXIS I. The degree must be from a U.S. regionally accredited post-secondary learning institution.

(2) Length of Certification. The length of certification of a Basic Head Start Certification shall be three (3) years.

(3) Renewability. The Preschool Certificate may be renewed any number of times with evidence of satisfactory performance evaluation by the administrator; and fifteen (15) clock hours of Head Start specific in-service professional development that is classroom focused and regularly evaluated by the Head Start program of the Guam Department of Education. The holder of a Basic Teaching Certificate, on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c).
To: Honorable Judith Won Pat
Speaker

From: Dipattamenton I Kaohao Guinahan Chamorro

Date: April 11, 2011

Subject: Bill Number 117-31 (COR)

Hafa Adai Madame Speaker Won Pat and members of I Mina’trentai unu na Liheslaturan Guahan.

As we move forward in perpetuating the Chamorro language and culture, there are things we need to iron out to assist our teachers in their advancement. My duty goes far and beyond the circumference as the President of the Department of Chamorro Affairs!

In both speaking and understanding of the Chamorro language, there was an increasing trend with age; evidence in a 2005 Chamorro language survey. This survey The Status of the Chamorro Language “Estao Fino’ Chamorro”, A Grant Project Supported by the Administration for Native Americans. The survey results indicate that younger age groups appear to demonstrate lower understanding and speaking abilities than older age groups. The older age groups demonstrated higher levels of speaking and understanding Chamorro than younger age groups.

The trend indicates that oral language ability increases with age and those in the younger age groups do NOT demonstrate proficiency in these areas.

Possible reasons for this variance may be due to:

1. Opportunities to hear and use the Chamorro language is not available in different contexts;
2. Continuous social and cultural changes;
3. Dominance of the use of English in most situations.
4. The youngest Chamorro people are primarily monolingual speakers of English.
5. There is a reduction in the number of fluent Chamorro speakers.
6. The data analysis of the study indicates English serves to fulfill communication needs on a day to day basis.

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"
7. In regards to education, a necessary step MUST be taken to revisit Chamorro instruction in the island schools. The participants of the study agree that Chamorro instruction SHOULD be offered in schools and throughout ALL grade levels. The approach to teaching Chamorro MUST be reviewed to determine whether Chamorro SHOULD be taught through “full immersion” or “bilingual” methods of instruction.

8. In both the 1972 and this study, the younger generation exhibit more fluency in ENGLISH than Chamorro!

9. The degree of concern by respondents of this study regarding language loss was NOT as much a concern for Chamorros in 1972, “as it appears today”.

10. The case for the past twenty years, for more than half bilinguals was that there were more fluent in English and that Chamorro was their “second” language!

11. The rate of loss between the 1972 and 2005 is clearly visible in the steady decline of use and fluency in all age groups and the shift in language from Chamorro to ENGLISH.

12. The shift in language use continues and is especially visible in the younger generation of Chamorros.

13. The status of the CHAMORRO language revealed through this study is that CHAMORRO is an endangered language! The diminishing use of the CHAMORRO language in all language activities and the fact that the CHAMORRO language is NOT effectively being passed on to the next generation is clearly evident! Only the indigenous community itself can save its language.

Of concerning interest is that high levels of speaking are concentrated with the older population with a decline in the younger age categories. This indication suggests the rate of replenishment of Chamorro speakers is decreasing.

I would like to see more recruitments of Chamorro language teachers and to see more done in the classroom to include traditional arts such as performing (songs/dance/chant), literary, visual, unlimited to fishing, weaving, farming, arts and craft on Fridays.

The Chamorro language and culture teachers must have 139 credits; far more than a regular classroom teacher at 124 credits. This is a great injustice.

There are surplus of teachers teaching other subjects and if there’s interest in teaching the Chamorro language and culture then [they] shall be able to transfer to teach Chamorro language and culture needing only to take the required Chamorro classes, but they MUST be proficient in speaking, reading and writing.

The Chamorro language and culture teachers shall be able to attend continued education conferences and given educational credit.
Chamorro language and culture classes shall be mandated and treated equal as regular class time.

Reducing the certification for Chamorro language and culture teachers make them like substitute teacher.

Add a new clause as Options:

- Option I: on section 4 title Exemption. The Initial Chamorro Language and Culture Teachers shall a) have taught Chamorro Language and Culture for 15 years and more; b) provide evidence of satisfactory performance evaluation; and c) receive endorsement from GDOE Chamorro Studies Division and d) will sunset upon their retirement.
- Option II is the cosmetology and barbering clause, “licensees or instructor licensees who are at least sixty-five (65) years of age, and have held a license for at least fifteen (15) years will only be required to complete two (2) hours of continuing education in health and safety”.
- Option III is to remove non-renewability requirement and to increase to renew 2 times (in essence, it thus totals 9 years) and all other requirements remain, no exceptions.

The Chamorro language and culture teachers shall be give an unlimited renewable certification.

Si Yu’os Ma’ase!

[Signature]

Sinot Joseph Artero-Cameron
Certification of Waiver of Fiscal Note Requirement

This is to certify that the Committee on Rules submitted to the Bureau of Budget and Management Research (BBMR) a request for a fiscal note, or applicable waiver, on Bill No. 177-31 (COR) – “AN ACT TO APROVE THE PROPOSED RULES AND REGULATIONS OF THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION.” – on February 17, 2011. COR hereby certifies that BBMR confirmed receipt of this request on March 23, 2011.

COR further certifies that a response to this request was not received by 5:00 P.M. on April 12, 2011, the fourteenth day after the request was received by BBMR. Therefore, pursuant to 2 GCA §9105, the requirement for a fiscal note, or waiver thereof, on Bill 487 to be included in the committee report on said bill, is hereby waived.

Certified by:

[Signature]
Senator Rory J. Respicio
Chairperson, Committee on Rules

Date: 5/1/14
March 23, 2011

MEMORANDUM

To: Pat Santos  
Clerk of the Legislature

Attorney Therese M. Terlaje  
Legislative Legal Counsel

From: Senator Judith P. Guthertz, DPA  
Acting Chairperson, Committee on Rules

Subject: Referral of Bill Nos. 114-31 (COR) through 119-31 (COR)

As Acting Chairperson of the Committee on Rules, I am forwarding my referral of Bill Nos. 114-31 (COR) through 119-31 (COR).

Please ensure that the subject bills are referred, in my name, to the respective committee, as shown on the attachment. I also request that the same be forwarded to all Senators of I Mina’trentai Unu na Liłēsllaturan Guāhan.

Should you have any questions, please feel free to contact our office at 472-7679.

Si Yu’os ma’áse!

Senator Aline A. Yamashita  
Asst. Minority Leader

(4) Attachments
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<th>Bill No.</th>
<th>Sponsor(s)</th>
<th>Title</th>
<th>Date Introduced</th>
<th>Date Referred</th>
<th>120 Day Deadline</th>
<th>Committee Referred</th>
<th>Public Hearing Date</th>
<th>Date Committee Report Filed</th>
<th>Status (Date) Passed? Failed? Vetoed? Overridden? Public Law?</th>
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<td>116-31</td>
<td>T.R. Muña-Barnes, v.c. pangelinan, B. J. F. Cruz</td>
<td>AN ACT TO APPROVE THE LEASE BY AND BETWEEN THE GOVERNMENT OF GUAM AND THE GUAM NATIONAL TENNIS FEDERATION.</td>
<td>3/21/11 3:34 p.m.</td>
<td>3/23/11</td>
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<td>Committee on Appropriation, Taxation, Public Debt, Banking, Insurance, Retirement and Land</td>
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MEMORANDUM

To: Members of the 31st Guam Legislature

From: Committee on Education and Public Libraries

Subject: Notice of Public Hearing – First Notice

The Committee on Education and Public Libraries has scheduled a public hearing for Monday, April 11, 2011 at 4:00 p.m. in the Public Hearing Room of the Guam Legislature Building on the following:

- The appointment of Dr. Gayle F. Hendricks, Ed.D. to serve as a member, Guam Commission for Educator Certification

Testimonies can be submitted in advance to the Office of Speaker Judith T. Won Pat, Ed.D. through email at fbtorres@judiwonpat.com or through facsimile at 472-3589. Copies of the bills are available at www.guamlegislature.com

The Guam Legislature complies with provisions of the Americans with Disabilities Act (ADA). Individuals requiring special accommodations or services should contact Mr. Ed Pocaigue at 472-3586/7/8 or by email at edpocaigue@judiwonpat.com

cc: Sgt at Arms
MIS
All Media

Frank B. Torres
Sr. Policy Analyst
Office of the Speaker
31st Guam Legislature

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This document: Confirmed
(reduced sample and details below)
Document size: 8.5"x11"

MEMORANDUM

To: Members of the 31st Guam Legislature

From: Committee on Education and Public Libraries

Subject: Notice of Public Hearing - First Notice

The Committee on Education and Public Libraries has scheduled a public hearing for Monday, April 11, 2011 at 4:00 p.m. in the Public Hearing Room of the Guam Legislature Building on the following:

- The appointment of Dr. Gayle F. Hendricks, Ed.D. to serve as a member of the Guam Commission for Educator Certification.
- Bill No. 113-31 (COM) - J.T. Wua Pat, Ed.D. An act to approve the proposed Rules and Regulations of the Guam Commission for Educator Certification.

Testimonies can be submitted in advance to the Office of Speaker Judith T. Wua Pat, Ed.D. through email at thmschung@guamlegislature.com or through facsimile at 472-3589. Copies of the bills are available at www.guamlegislature.com.

For implementation queries, please contact Mr. Eddie Pangelinan at 472-3589 or by email at edpangelinan@guamlegislature.com.

cc: Speaker Pat
    MIS
    All Media
MEMORANDUM

To: Members of the 31st Guam Legislature

From: Committee on Education and Public Libraries

Subject: Notice of Public Hearing – Second Notice

The Committee on Education and Public Libraries has scheduled a public hearing for Monday, April 11, 2011 at 4:00 p.m. in the Public Hearing Room of the Guam Legislature Building on the following:

- The appointment of Dr. Gayle F. Hendricks, Ed.D. to serve as a member, Guam Commission for Educator Certification.

Testimonies can be submitted in advance to the Office of Speaker Judith T. Won Pat, Ed.D. through email at ftotorres@judiwonpat.com or through facsimile at 472-3589. The nomination package of Dr. Hendricks and Bill 117 -31 are available at www.guamlegislature.com.

The Guam Legislature complies with provisions of the Americans with Disabilities Act (ADA). Individuals requiring special accommodations or services should contact Mr. Ed Pocaigue at 472-3586/7/8 or by email at edpocaigue@judiwonpat.com.

Frank B. Torres
Sr. Policy Analyst
Office of the Speaker
31st Guam Legislature

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MEMORANDUM

To:    Members of the 31st Guam Legislature
From:  Committee on Education and Public Libraries
Subject: Notice of Public Hearing - Special Notice

The Committee on Education and Public Libraries has scheduled a public hearing for Monday, April 11, 2011 at 4:00 p.m. in the Public Hearing Room of the Guam Legislature Building on the following:

- The appointment of Dr. Gayle F. Hendricks, Ed.D. to serve as a member, Guam Commission for Educator Certification.


Testimony can be submitted in advance to the Office of Speaker Judith T. Won Pat, Ed.D. through email at jpwonpat@gov or through facsimile at 472-3594. The nomination package of Dr. Hendricks and Bill No. 117-31 are available at www.guamlegislature.com.

cc: Meslin
MEMORANDUM

To: Members of the 31st Guam Legislature

From: Committee on Education and Public Libraries

Subject: Notice of Public Hearing - Second Notice

The Committee on Education and Public Libraries has scheduled a public hearing for Monday, April 11, 2011 at 4:00 p.m. in the Public Hearing Room of the Guam Legislature Building on the following:

- The appointment of Dr. Gayle F. Hendrick, Ed.D. to serve as a member, Guam Commission for Educator Certification.

Testimonies can be submitted in advance to the Office of Speaker Judith T. Won Pat, Ed.D. through email at info@guamleg.net or through facsimile at 472-5589. The committee package of Dr. Hendrick and Bill No. 117-31 are available at www.guamlegislature.com.

The Guam Legislature complies with provisions of the Americans with Disabilities Act (ADA). Individuals requiring special accommodations or services should contact the Speaker's Office at 472-5589.

cc: Media
Monday, April 11, 2011

Public Hearing Agenda

- The appointment of Dr. Gayle F. Hendricks, Ed.D. to serve as a member, Guam Commission for Educator Certification.

AN ACT TO APPROVE THE PROPOSED RULES AND REGULATIONS OF THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Approval of Administrative Rules and Regulations. The Administrative Rules and Regulations submitted by the Guam Commission for Educator Certification on February 18, 2011 in conformance to the provisions of Public Law 29-73 are hereby approved.
MEMORANDUM 31-11-21

TO: Senator Judith Won Pat
Speaker

FROM: Roberta M. Abaday
Chairperson, GCEC

RE: GCEC Proposed Rules and Regulations

Enclosed are the proposed Rules and Regulations for the Guam Commission for Educator Certification.

The Guam Commission for Educator Certification has followed the adjudication process. The proposed rules and regulations have been carefully reviewed by the commission members and advisory committees before changes were made. It has been available on the GCEC website and at the GCEC office for review. A public hearing was held on December 22, 2010 as required by law and a copy of the transcript is available.

The Commission has worked diligently over the last year to compile and revise all the rules dealing with certification. It is our hope to continue our work with the rules for ethics.

Thank you for your continued support of our efforts in the certification of our island educators.

Roberta M. Abaday
Chairperson, GCEC

This preliminary document is submitted for consideration of adoption by the Guam Commission for Educator Certification for purposes of Public Law 29-73 and in accordance with the Administrative Adjudication Law.
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GCEC Rule 100. Introduction

(a) Purpose. The purpose of adopting rules of procedure is to ensure the proper performance of the duties of the Guam Commission for Educator Certification (hereinafter known as the Commission or GCEC) by the regulation of procedures, meetings, records, and conduct thereof.

(b) Requirements for Adoption. The adopted rules of procedure must be consistent with the Organic Act and Laws of Guam. The rules must be promulgated and approved by the Commission and they must be adopted in accordance with the Administrative Adjudication Law.

(c) Authority of Rules. Rules of procedure adopted by the Commission shall be binding upon persons issued certificates under Public Law 29-73.

GCEC Rule 101. Definitions

(a) The following definitions and terms, when used in these rules and regulations shall have the following meanings unless the context clearly indicates otherwise:

1. "Accredited Institution" means a United States regionally accredited college or university or a foreign equivalent.

2. "Acceptable Grades for Credit" means grades in courses to earn acceptable credit must be passing grades in accordance with the institution where the courses were taken.

3. "GPA" refers to the acceptable Grade Point Average.

4. "Administrator" means an educator whose primary duties involve: (i) program development or (ii) supervision or internal management of a school, school program, or school system.

5. "Approved Program" means a program for preparation of professional educators, which is offered through an accredited institution and has been approved by the commission for professional educator certification in which the program is provided and includes a supervised student teaching/internship field experience.

6. "CACREP" (Council for Accreditation of Counseling and Related Education Programs) is an accrediting body for counseling and related programs.
Rules and Regulations of the Guam Commission for Educator Certification
(Proposed)

(7) "Certification" is a license qualifying the recipient to practice as a professional educator on Guam.

(8) "Clock Hours" means actual time spent in professional development.

(9) "Commission" means the Guam Commission on Educator Certification as established under Public Law 29-73.

(10) "Course" means an instructional unit that has 1 or more academic credits.

(11) "Continuing Education Unit" is a non-credit unit used by regionally accredited post-secondary institutions that are members of the International Association for Continuing Education and Training (IACET). Ten (10) contact hours is equivalent to 1 CEU. The CEU credit cannot be used for degree credit requirements. For re-certification purposes, 3 CEU credits will equal to 1 semester credit.

(12) "Credential" refers to the documents that constitute evidence of training, licensure, experience, and expertise of a practitioner.

(13) "Educator" is a teacher, administrator, or support professional required by the Commission to hold a certificate.

(14) "Endorsement" is a recognition of qualifications in a specialized field as indicated on the certificate.

(15) "Evaluation" indicates the most recent professional evaluation supplied by a supervisor.

(16) "Executive Director" refers to the Executive Director of the Office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

(17) "Guam Certification Office" means the administrative office of the Guam Commission for Educator Certification, pursuant to Public Law 29-73.

(18) "IRA" means the International Reading Association.

(19) "Mentorship" refers to a program that provides peer guidance to new educator or administrator and is approved by Guam Department of Education or an accredited institution.
Rules and Regulations of the Guam Commission for Educator Certification  
(PROPOSED)

(20) "NCATE" is the National Council for Accreditation of Teacher Education. It is one of the U.S. accrediting bodies for teacher education colleges and institutions.

(21) "NASDTEC Interstate Agreement" means the contract sponsored by the National Association of State Directors of Teacher Education and Certification (NASDTEC) concerning reciprocal licensing of educational personnel among participating jurisdictions.

(22) "Praxis I" means the pre-professional skills test that measures basic academic skills in reading, writing, and mathematics from Educational Testing Service.

(23) "Praxis II" means a subject assessment from Educational Testing Service of knowledge in a specialty or content area.

(24) "Praxis II PLT" means an assessment of pedagogy (Principles of Learning and Teaching) from Educational Testing Service.

(25) "Professional Activities" refer to a variety of activities which meet a goal for educator improvement and professional growth, and may include college and university credits, attending or presenting workshops, seminars, conferences, action research, curriculum development, work experience, district or school committee work, advisorships, mentoring, presentations at conferences, publications, or work on special projects.

(26) "Professional Growth Plan" (PGP) is the component of the evaluation program completed by the educator and approved by the site administrator. It is based on the educator performance standards, and professional activities and/or courses to fulfill the identified standards in the candidate’s school/district. The Guam PGP information can be located at the websites for GCEC and the Guam Department of Education.

(27) "Year of Experience" refers to acceptable determination for teacher or administrator length of service as per respective employment agreement.

GCEC Rule 102. Organization and Function of the Commission

(a) Composition and Function of the Commission. The composition, duties, functions, powers and responsibilities of the Guam Commission for Educator Certification (the "Commission") shall generally be as provided and authorized in 17 GCA Chapter 27.
(b) Ex-Officio Members. The ex-officio members of the Commission shall be those identified in 17 GCA § 27003. Ex-officio members shall not vote in the proceedings of the Commission, but may introduce and discuss motions in public meetings of the Commission.

(c) Officers of the Commission. The officers of the Commission, elected by the voting members, shall be a Chairperson, Vice-Chairperson, and a Treasurer. The Executive Director shall serve as the Executive Secretary in accordance with 17 GCA §27019. Each officer shall have duties, functions, powers and responsibilities:

1. As prescribed for such office by law;
2. Which by general consent and parliamentary custom pertain to such office, consistent with the law; and
3. As are consistent with the foregoing and which, in addition, the Commission may prescribe.

(d) Election and Term of the Chairperson of the Commission. The Chairperson shall be that person so designated as the presiding officer for a term of (2) two years, in accordance with Title 17 GCA §27005. The Chairperson shall be elected from among the voting members of the Commission.

(e) Election and Term of Other Officers of the Commission. The Vice-Chairperson and the Treasurer shall be elected and shall serve a term in the same manner as the Chairperson.

(f) Executive Secretary. The Executive Director shall serve as the Executive Secretary of the Office Commission, appointed by the Commission in accordance with 17 GCA §27018 and 27019.

(g) Duties of the Chairperson of the Commission. The duties of the Chairperson shall be to call and preside at all meetings of the Commission; to call special meetings of the Commission; to serve ex-officio as a member of all standing, designated or advisory committees of the Commission; to appoint committees and to take such other action as is consistent with these rules or the laws. The Chairperson is entitled to vote on all matters before the Commission.

(h) Duties of the Vice-Chairperson of the Commission. The duty of the Vice Chairperson shall be to perform the duties of the Chairperson at his or her request or in case of his or her absence or incapacity.

(i) Duties of the Treasurer of the Commission. The duties of the Treasurer shall be to report to the Commission on the finances of the Commission at each regular meeting of the Commission; to present an annual budget to the Commission for approval; and to perform the duties of the Chairperson in case of the absence of both the Chairperson and the Vice Chairperson.
(j) **Duties of the Executive Secretary of the Commission.** The Executive Secretary of the Commission shall serve ex-officio as a member of the Commission and have the following duties: to give notice of all regular and special meetings of the Commission and to compile and distribute the agenda for each such meeting with the notice thereof; to record the proceedings of the Commission in a book or books to be kept therefore; to preserve all documents, papers and records determined by the Commission to be a part of its official records; to conduct correspondence as directed by the Commission and to certify official documents and proceedings; and to carry out all statutory responsibilities.

(k) **Executive Secretary Designees.** The Executive Secretary, with the written approval of the Chairperson, may designate an employee of the Commission to carry out the duties set forth in GCEC Rule 102(j) under the direction of the Executive Secretary. During the absence or incapacity of the Executive Secretary, the duties of Executive Secretary shall be performed by such designee and, in the absence of such designee, by such other person as may be designated by the Chairperson.

(l) **Removal of Officers and Committee Chairpersons.** Four (4) affirmative votes of the Commission’s membership shall be required for the removal of the Chairperson, the Vice Chairperson, the Treasurer or any Committee Chairperson.

(m) **Committees of the Commission**

(1) **Practice of the Commission.** The Commission shall act upon matters considered, and upon recommendations made, by designated committees of the Commission, but any member may present matters to the Commission for consideration without prior reference to a committee.

   i. The Chairperson may appoint such committees of the Commission as may be deemed necessary, provided that each such committee shall be automatically discharged on completion of its assignment or otherwise as the Chairperson may designate.

   ii. The Chairperson shall be a member ex-officio of each committee. Any member of the Commission may attend any meeting of any committee of the Commission.

   iii. Temporary work assignments of a functional or project nature may be made by the Chairperson of the Commission to individual members of the Commission, each such assignment to terminate automatically upon the report to, and final action by the Commission on such project.

   iv. Notice of all committee meetings shall be given to all members of the Commission. Such notice shall be no less than the minimum possible notice under the Open Government Law.
(n) Meetings of the Commission

(1) Requirements for Public Notice. All meetings of the Commission, shall be publicly noticed in accordance with Title 5, GCA, Chapter 8, otherwise known as the Open Government Law.

(2) Regular Meetings. The regular meetings of the Commission shall be held at least quarterly, as mandated by law. All regular meetings shall be held on Guam.

(3) Notice to Commission Members of Meetings. Written notice of each regular meeting of the Commission shall be given to each member at least ten (10) days prior to the date fixed for the meeting, which notice shall state the time and place of the meeting and, in the case of special meetings, the purpose for which it has been called.

(4) Agenda of Regular Meetings. A written agenda of matters to be considered at each regular meeting shall be determined by the Chairperson, attested by the Executive Secretary, and given to each Commission member no less than ten (10) days prior to the date fixed for a regular meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Chairperson by:

i. committees of the Commission relating to their reports;

ii. any Commission member, given to the Chairperson twelve (12) days prior to the date of the regular meeting at which consideration is desired and containing a title and/or description of the agenda items.

iii. The Commission Chairperson will provide, on a timely basis, to other Commission members reason for removing an agenda item after it has been posted, in accordance to 17 GCA §27013.

(5) Special Meetings. Special meetings of the Commission may be held at any time and at any place on Guam. Special meetings may be called by the Chairperson or by a majority of the members then serving on the Commission by a written notice to the Executive Secretary in which the time, place and purpose of the meeting are set forth.

(6) Quorum. A quorum shall consist of four (4) voting members. Actions of the Commission shall be carried by a vote of not less than four (4) voting members, in accordance with 17 GCA §27013.

(7) Rules of Order. Unless otherwise specified in these rules, all meetings of the Commission shall be conducted in accordance with Robert’s Rules of Order Revised.

(8) Action at Commission Meetings. Except in an emergency, the Commission shall take action on a matter of policy only when the matter has been discussed by the Commission at a previous meeting. This provision may be waived by a
Rules and Regulations of the Guam Commission for Educator Certification
(PROPOSED)

unanimous vote of the members present. For purposes of this Rule, an emergency shall first be declared by a vote of five (5) members.

(9) Public Participation Policy. It is the policy of the Commission to encourage and permit public comment on matters within the Commission’s jurisdiction.

i. General Public Comment. The Commission shall include general public comment as an agenda item at each regular meeting of the Commission.

ii. Comment, Not Debate. During public comment, speakers shall address their remarks to the Commission as a whole and not to individual Commission members, Commission personnel, or the audience.

iii. Recording Commission Proceedings. Members of the public may record Commission meetings while not under executive session with an audio or video recorder or still or motion picture camera.

(o) Compensation and Expenses. A Commission member shall receive compensation for serving on the Commission in the amount of Fifty Dollars ($50) for each Commission meeting attended. A member is entitled to reimbursement for actual and necessary expenses incurred in performing functions as a member of the Commission, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

(p) Executive Director. The Commission shall employ and determine the compensation of an Executive Director who shall be responsible to carry out all statutory responsibilities, the administration of the policies of the Commission, and to manage the daily operations of the Commission. The Commission shall annually evaluate the performance of the Executive Director.

(q) Relationship of the Commission to Executive Director. Pursuant 17 GCA § 27019, although the relationship between the Executive Director and individual Commission members is collegial, the relationship of the Commission to the Executive Director is hierarchical. The Executive Director is accountable only to the Commission as whole, and not from individual Commission member.

(r) Employment of Personnel. The Executive Director shall hire other staff according to the staffing pattern approved by the Commission. Employment of persons shall be in accordance with 17 GCA § 27018.

(s) Budget. Prior to October 1st of each year, the Executive Director shall prepare, for approval and consideration by the Commission, a budget for the following fiscal year. Upon appropriation by the I Liheslaturan Guahan, the Commission shall make expenditures from this budget for the purposes as stated.

(t) Accounting Procedures
(1) **Cash Receipts.** A receipt shall be issued for all money received by the Commission. The Executive Director, or designated entity, shall oversee all money paid to the Commission. The Executive Director shall keep appropriate books on behalf of the Commission and shall record in the Cash Receipt Book a record of all money received as stated in the law.

(2) **Cash Disbursements.** All cash disbursements shall be supported by invoices or purchase orders. All cash disbursements shall be recorded in the cash disbursement book.

(3) **Financial Reports.** Financial Reports shall be prepared and disseminated by the Executive Director in accordance to the current applicable General Appropriations Act. A copy of each report shall be furnished to the Commission treasurer on or before the next regular Commission meeting after submission.

(4) **Publications of the Commission.** The publications of the Commission shall include but not be limited to:

   (i) a roster showing the name of each certificate holder. The roster shall be revised annually;

   (ii) the complete current text of the laws, regulations and rules governing educator certification; and

   (iii) the Annual Report of the Commission which shall be published no later than ninety (90) days after the end of the fiscal year.

**GCEC Rule 103. Issuance of Certificates, General**

(a) **Certificates, General.** The Certificates issued by the Commission shall be those listed in these rules and regulations accompanied by their specific certification requirements and subject to the provisions of these rules and regulations.

(b) **Examination of General Knowledge.** All candidates for Guam Professional Educator Certification, except for those listed in GCEC Rule 103 (c), shall take and pass the test of essential skills in reading, writing, and mathematics known as PRAXIS I. Applicants shall designate that the Guam Certification Office receive official test scores from ETS. Guam’s passing scores for PRAXIS are those scores for Guam as published by ETS.

(c) **Exemption from Examination of General Knowledge Requirement.** Candidates for the following certificates shall be exempt from the Examination of General Knowledge Requirement under (b):

   (1) all Certificates for Chamoru Language and Culture Teachers under GCEC Rule 105;

   (2) all certificates issued for Head Start Teachers provided under GCEC Rule 106; and

   (3) all certificates issued for Career and Technical Education Teachers under GCEC Rule 107;
(d) **Examination of Specialization or Content Area Knowledge.** Where applicable, candidates for Guam Professional Educator Certification shall pass an appropriate test for content area knowledge. Where no content area test has been approved by the Commission, Guam’s content test passing score shall be the Praxis II test passing score adopted by the State of Hawaii or a score reflecting eighty (80%) percent pass rate of the average maximum range respectively.

(e) **Examination of Pedagogical Knowledge.** Candidates for Guam Professional Teacher Certification shall pass a test for pedagogical knowledge.

(f) **Certification Validity Date.** A certificate shall be valid from the date that the certificate is issued by the Guam Certification Office. The length of certification of that particular certificate shall be specified by GCEC rule, unless revoked, suspended, or extended by the Commission.

(g) **Renewal of Expired Certification.** Any person holding an expired Guam Professional Certification is subject to the following:

1. If such certification expired five (5) years or less from the date of application for reinstatement, such person shall complete the requirements for recertification specified in regulations in effect during the validity period of the expired certificate; or
2. If such certification expired six (6) or more years from the date of application for reinstatement, such certificate shall not be eligible for renewal. The applicant must apply for initial certification pursuant to current requirements.

(h) **Recency of Study:** All applicants seeking professional certification must satisfy recency of study through one of the following routes:

1. Completion of six (6) semester hours or equivalent credits in professionally related course work earned within five (5) years preceding the date of application; or
2. Completion of at least one (1) full year of acceptable school experience (teaching, administrative, or program specialist) within five (5) years preceding the date of application while working in another state on a valid certificate issued by that state.

(i) **Basis for Certification.** College credits or degrees to be applied towards fulfilling certification requirements must be from accredited colleges or universities of the United States, or any of its administrative jurisdictions notwithstanding any provisions to the contrary contained in these rules.

(j) **Transcripts.** Official transcripts, furnished by the college or university, shall be the basis for determining the educational qualifications of an applicant for certification. Transcripts shall be forwarded from the university or college to the Guam Certification Office or by the applicant in an unopened, unaltered envelope sealed by the registrar.
(k) **Continuing Education Units.** Continuing Education Units (CEU) may be used for recertification. For re-certification purposes, 3 CEU will equal to 1 semester credit. The CEU cannot be used for degree credit requirements. For Continuing Education Units (CEU's) to be counted for recertification, they must be acquired from a program affiliated with a regionally accredited institution.

(l) **Holders of Degrees from NCATE-Accredited Institutions.** Holders of degrees in teacher preparation awarded by an institution accredited by the National Council for Accreditation of Teacher Education (NCATE) shall be eligible for an Initial Educator Certificate.

(m) **Interstate Reciprocity.** Individuals holding a valid state teaching credential, such as a license or certificate, may qualify for an initial Guam certificate with comparable endorsement areas provided such license is issued by a state that has signed the NASDTEC Inter-State Agreement and is a full credential without deficiencies; or holds national certification from the National Board for Professional Teaching Standards (NBPTS).

(n) **Graduate of Foreign Institutions of Higher Learning.** Graduates of foreign institutions of higher learning, to be granted a certificate, must meet the Professional certification requirements of this policy. The applicant’s transcripts must be evaluated by an agency that is capable of determining the country’s educational system where the coursework was completed. The list of agencies is available at the Guam Certification Office. A credential evaluation report, including an equivalency summary is required. A course-by-course evaluation including the equivalency in United States semester credit hours and United States grade equivalent is necessary. A detailed report is required for the GCEC to be able to determine if an equivalent teacher education program has been completed.

(o) **Related Work Experience.** A statement signed by an appropriate authorized official of a school district or other employing agency shall be the basis for determining the experience qualifications of an applicant for certification.

(p) **Guam History or Culture.** All persons issued an educational professional certificate and who have not completed a three (3) semester credit course in Guam history or culture shall complete one (1) such course during the first year after certification. Failure to meet this requirement shall constitute sufficient cause to cancel the certificate until the deficiency is corrected.

(q) **Special Policy for Incumbents as of the School Year 1953-54.** Holders of certificates by the Guam Department of Education as of the school year 1953-54 shall be given credit for years of successful experience and for attendance at Guam Summer Institutes and normal school providing they were of at least six weeks duration and were operated by the Department of Education. After that date, only college credits earned will be credited.
toward certificates. Credit shall be given for attendance at Institutions and normal schools previous to 1954 as designated in the certification table.

(r) **Masters Degree Equivalent for Certain Incumbents.** Those incumbents of the Guam Department of Education who earned what is known as “masters degree equivalent” status under the policies of the Guam Education Policy Board between August 22, 1966 and August 8, 2007 shall retain such a status for certification purposes.

(s) **Fast Track.** Individuals participating in the concentrated course program focused on the Guam Public School System certification requirements known and referred to as the “Fast Track Teacher Certification Program” shall waive student teaching or internship teaching requirements with evidence of two (2) years of documented and verifiable teaching experience. Teaching experience shall be scholastic in nature and include college/university, vocational, military, business sector, and any other related area. Both years of teaching experience must indicate satisfactory performance. [Pursuant to P.L. 29-02]

**GCEC Rule 104 Certificates for Teachers, General**

(a) **Temporary Teaching Certificate**

(1) **Minimum Qualifications.** A Temporary Teaching Certificate may be issued to an applicant who presents evidence that he or she has completed a Bachelor’s degree and a passing score on Praxis-I.

(2) **Length of Certification.** The length of certification of a Temporary Teaching Certificate shall be two (2) years.

(3) **Renewability.** A Temporary Teaching Certificate may be renewed one (1) time provided the applicant presents evidence of the following:

(i) Earned twelve (12) semester hours applicable to the requirements of an Initial Educator Certificate, within the certification validity period; and

(ii) satisfactory performance evaluation.

(4) **Holders issued certificates known as “Emergency” by the Department of Education.** A holder of a certificate known as an “Emergency” teaching certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25, 1000.27, 1000.144, or 1000.20(B) may be issued a Temporary Educator Certificate under GCEC Rule 104 (a) provided they meet the minimal qualifications of the Temporary Educator Certificate and met the applicable renewal requirements of the certificate issued under the respective policies of the Board. Holders of Temporary Educator Certificates issued under this Sub-rule shall be subject to renewal requirements of the Temporary Educator Certificate.
(b) Initial Educator Certificate

(1) Minimum Qualifications. An Initial Educator Certificate may be issued to an applicant who presents evidence of the following:

(i) Earns a degree from a state-approved Educator Preparation Program from an accredited college or university in any of the 50 United States or its jurisdictions.

(ii) For non-education preparation program graduates, presents evidence of successfully completing the following requirements: earns a degree from an accredited college or university; or completion of an approved program (in content area) from an accredited college or university; and completes educational program aligned with Guam Professional Teacher Standards.

(iii) Grade point average of 2.7 or higher.

(iv) Successfully passes Praxis I and Praxis II Principles of Learning (PLT) tests.

(2) Length of Certification. The length of certification for an Initial Educator Certificate shall be three (3) years. The certificate holder shall be required to work as an Initial Educator for two (2) years in order to qualify for a Professional Educator Certificate.

(3) Renewability. An Initial Educator Certificate shall not be renewable.

(c) Professional Educator Certificate

(1) Minimum Qualifications. A Professional Educator Certificate may be issued to an applicant who presents the following evidence:

(i) Fulfillment of all educational requirements for the Initial Educator Certificate and provides evidence of the following:

(ii) Completion of requirements related to Guam History or Guam Culture;

(iii) Completion of sixty (60) clock hours of professional activities;

(iv) Satisfactory performance evaluation and/or completion of Professional Growth Plan as approved by on-site administrator;

(v) Completion of a one-year mentorship in a Guam school; and

(vi) Completion of two (2) years as an Initial Certificate Holder.

(2) Length of Certification. The length of certification for a Professional Educator Certificate shall be five (5) years.
(3) **Renewability.** A Professional Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Professional Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:

(i) Completion of ninety (90) clock hours of professional activities to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on-site; and

(ii) Satisfactory performance evaluation.

(4) **Holders of Professional I Certificates issued by the Department of Education.** Notwithstanding (c), a Professional Educator Certificate may be issued to a holder of a valid or recently expired “Professional I” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional I certification period.

(d) **Master Educator Certificate**

a. **Minimum Qualifications.** A Master Educator Certificate may be issued to an applicant who presents evidence of the following:

i. He or she meets all educational requirements for the Initial Educator Certificate and the Professional Educator Certificate;

ii. Has a minimum of at least 5 years of satisfactory teaching experience; and

iii. Has earned a Master’s Degree and/or is a National Board Certified Teacher.

b. **Length of Certification.** The length of certification for a Master Educator Certificate shall be ten (10) years.

c. **Renewability.** A Master Educator Certificate shall be renewable for any number of times. Within the length of certification provided herein, a person issued a Master Educator Certificate shall be considered in good standing to retain such certificate by presenting evidence of the following:

(i) Completion of one hundred twenty (120) clock hours of professional activities, to include semester hours, Continuing Education Units, or Professional Growth Plan requirements as acknowledged by administrator on site, and

(ii) Satisfactory performance evaluation.

d. **Holders of Professional II Certificates issued by the Department of Education.** A Master Educator Certificate may be issued to holder of a “Professional II” Certificate issued under Guam Education Policy Board policies 1000.21, 1000.22, 1000.24, 1000.25 and 1000.27 who provides evidence of satisfactory teaching and ninety (90) clock hours of professional activities within the Professional II certification period. No Master Educator Certificate issued under this rule shall be renewed for an applicant who does not provide evidence of having completed a Master’s degree.
c. **Professional Endorsement for Specialty Areas.** Educators wishing to certify in multiple content areas or to add an additional area, are able to apply for an endorsement on their existing certificate. To qualify for an endorsement, the applicant must provide evidence of the successful completion of 15 credit hours in the field. There will be an additional charge for the endorsement which will last the term of the existing certificate. Specialty areas for consideration are library science, instructional technology, visually impaired, orientation and mobility, deaf and hearing impaired, speech, media specialist, etc.

**GCEC Rule 105. Certificates for Chamoru Language and Culture Teachers**

(a) **Temporary Chamoru Language and Culture Teaching Certificate**

(1) **Minimum Qualifications.** A Temporary Chamoru Language and Culture Teaching Certificate may be issued to an applicant who presents evidence of completing thirty (30) semester hours of college credit, to include at least six (6) semester hours of Chamoru language; and proficiency in the Chamoru language as established by the Chamoru Studies Division of the Guam Department of Education.

(2) **Length of Certification.** The length of certification of the Temporary Chamoru Language and Culture Certificate shall be two years (2) years.

(3) **Renewability.** The Temporary Chamoru Language and Culture Certificate may be renewed one (1) time provided that evidence of satisfactory performance evaluation and proof of having earned twelve (12) semester hours applicable to Initial Educator and/or Chamoru Language & Culture Certificate requirements within the certification validity period.

(b) **Basic Chamoru Language and Culture Teaching Certificate.**

(1) **Minimum Qualifications.** Basic Chamoru Language and Culture Teaching Certificate may be issued to an applicant who:
   (i) presents evidence of completing sixty (60) semester hours of college credit to include at least twelve (12) semester hours of Chamoru language; and
   (ii) demonstrates proficiency in the Chamoru language as established by the Chamorro Studies Division of the Guam Department of Education.

(2) **Length of Certification.** The length of certification of the Basic Chamoru Language and Culture Certificate shall be one (1) year.

(3) **Renewability.** Basic Chamoru Language and Culture Certificate may be renewed any number of times provided the certificate holder submits:
   (i) evidence of satisfactory performance evaluation; and
Rules and Regulations of the Guam Commission for Educator Certification (PROPOSED)

(ii) evidence of six (6) or more semester hours of college credit applicable to Initial Educator and/or Chamoru Language and Culture Teaching Certificate requirements within the validity of certificate.

(c) Initial Chamoru Language and Culture Teaching Certificate

(1) Minimum Qualification. The Initial Educator Chamoru Language and Culture Teaching Certificate may be issued to an applicant who, in addition to meeting such certificate’s minimum experience and Chamoru Language requirements, presents evidence of completing a Bachelor’s degree fulfilling the requirements for an education degree.

(2) Length of Certification. The length of certification of the Initial Chamoru Language and Culture Certificate shall be three (3) years.

(3) Renewability. The Initial Educator Chamoru Language and Culture Teaching Certificate is non-renewable. The holder of a Chamoru Language and Culture Teaching Certificate, on or before expiration date, shall apply for Professional Certificate as per the requirements in GCEC 104 (c).

GCEC Rule 106. Certificates for Head Start Teachers

(a) Temporary Head Start Certificate

(1) Minimum Requirements. An associate degree in early childhood education; or an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with one (1) year experience teaching preschool-age children. The degree must be from a regionally accredited post-secondary learning institution.

(2) Length of Certification. The length for a Temporary Head Start Certificate is two (2) years.

(3) Renewability. The Temporary Head Start Certificate may be renewed two (2) times with evidence of satisfactory performance evaluation; and proof of having earned twelve (12) or more semester hours of college credit per year applicable to requirements for a bachelor’s degree in Early Childhood Education, or related field.

(b) Basic Head Start Certificate

(1) Minimum Requirements. A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education from a regionally accredited institution; and a minimum of six (6) months experience teaching pre-school children; or
A baccalaureate degree in any field and has been admitted into the Teach for America program, passed a rigorous early childhood content exam by ETS, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America’s professional staff.

(2) **Length of Certification.** The length of certification of a Basic Head Start Certificate shall be four (4) years.

(3) **Renewability.** The Basic Head Start Certificate may be renewed any number of times with evidence of satisfactory performance evaluation by the administrator; and eighty (80) hours of in-service training initiated or by the Head Start program of the Guam Department of Education. The holder of a Basic Teaching Certificate, on or before expiration date, may apply for Initial Certificate as per the requirements in GCEC 104 (c).

GCEC Rule 107. **Certificates for Career Technical Education (CTE) Teachers**

(a) **Temporary Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Temporary CTE Teaching Certificate may be issued to an applicant who presents evidence of graduation from high school and must have completed eight (8) years of full-time employment in a recognized trade in the area of specialty.

(2) **Length of Certification.** The length of certification of a Temporary CTE Teaching Certificate shall be two years.

(3) **Renewability.** The Temporary CTE Teaching Certificate may be renewed one (1) time with evidence of satisfactory performance evaluation and completion of six (6) semester hours in career and technical education.

(b) **Basic Career Technical Education Teaching Certificate**

(1) **Minimum Requirements.** The Basic CTE Teaching Certificate may be issued to an applicant who presents evidence of either of the following educational qualifications: Completion of an Associate Degree in the area of specialty and at least twelve (12) semester hours of credit in CTE teaching methods, CTE curriculum, CTE Assessment, CTE philosophy and CTE laboratory management; or Completion of an Associate Degree in Education with at least eighteen (18) credit hours in area of specialty and twelve (12) semester hours in career and technical education.

(2) **Length of Certification.** The length of certification of a Basic Career Technical Education Teaching Certificate shall be three (3) years.
(3) Renewability. The Basic Career Technical Education Teaching Certificate may be renewed any number of times with evidence of satisfactory completion of at least twelve (12) semester hours towards a Bachelor’s degree in Basic Technical Education or in the area of specialty and satisfactory performance evaluations.

(c) Professional Career Technical Education Teaching Certificate

(1) Minimum Requirements. The Professional Career Technical Education Teaching Certificate may be issued to an applicant who:
   (i) presents evidence of a Bachelor’s Degree in a Technical area of specialty, such as Industrial Technology, Career and Technical Education, Technology Education, Industrial Arts, or Engineering, and including at least 24 semester hours in Career Technical Education;
   (ii) presents evidence of either of the following: One (1) year verifiable work related technical experience beyond the apprenticeship or learner level in the area of the technical specialty to be taught; or
   (iii) One (1) year recent successful teaching experience in the technical specialty area for which the candidate was professionally trained.

(2) Length of Certification. The length of certification of a Professional Career Technical Education Teaching Certificate shall be five (5) years.

(3) Renewability. The Professional Career Technical Education Teaching Certificate may be renewed any number of times by providing evidence of either the following:
   (i) official transcripts for six (6) graduate credits or six (6) professionally related undergraduate semester hours; or
   (ii) eighteen (18) Continuing Education Units (CEU’s) or a combination of academic credits and CEU’s completed within validity period of expired certificate and 240 hours of relevant industry experience; and
   (iii) satisfactory performance evaluations.

GCEC Rule 108. Certificates for Reading Specialists

(a) Minimum Qualifications. A Reading Specialist Certificate may be issued to an applicant who presents evidence that he or she has passed the Praxis II (Reading Specialist -0300) exams assessment; completed a Master’s Degree in Language and Literacy/Reading as aligned with IRA standards; completed three (3) years of successful teaching experience in the area of reading and/or language arts; and successful earned ninety (90) semester hours of supervised internship or practicum within the Pre K – 12 levels.

(1) Length of Certification. The length of certification of a Reading Specialist Certificate shall be five (5) years.
(2) **Renewability.** The Reading Specialist Certificate may be renewed any number of times provided the holder presents evidence of a satisfactory performance evaluation and the following within the certification validity period:

(i) Earned six (6) graduate credits related to the field of literacy (i.e. reading, writing, ESL, linguistics) that meet state-approved standards for graduate level literacy courses;

(ii) Ninety (90) clock hours of Professional Growth activities aligned with IRA standards verified by site administrator; or

(iii) Any combination of credits and professional activities equivalent to ninety (90) clock hours.

**GCEC Rule 109. Certificates for School Administrators**

(a) **Initial Administrator Certificate**

(1) **Minimum Qualifications.** An Initial Administrator Certificate may be issued to an applicant who presents evidence that he or she has completed a Master's Degree; five (5) years of full-time classroom teaching experience; completion of an approved school administration program; and a passing score on the School Leaders Licensure Assessment (SLLA). The passing score shall be determined by the Commission.

The approved school administration program includes skills for K-12 school level building principal; and that it is aligned with the Guam School Administrator Standards; or program is from a college or university within any of the fifty states or administrative jurisdictions and whose advance degree has been awarded by an institution accredited by the National Council for Accreditation of Teacher Education.

(2) **Length of Certification.** The length of certification for an Initial Administrator Certificate shall be three (3) years.

(3) **Renewability.** The Initial Administrator Certificate is not renewable.

(4) **Mentorship Requirement.** During the certification period and to be eligible for the Professional Administrator certificate, the holder of an Initial Administrator Certificate shall provide evidence of completing a mentorship of not less than one (1) year, during the initial certification period, in a Guam school.

(b) **Professional Administrator Certificate**

(1) **Minimum Qualifications.** A Professional Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Initial Administrator requirements; has completed three (3) years of school level administrative experience; presents evidence of satisfactory performance evaluation by the administrator; and has completed sixty 60 hours of professional activities.
(2) **Length of Certification.** The length of certification for a Professional Administrator Certificate shall be five (5) years.

(3) **Renewability.** The Professional Administrator Certificate is renewable any number of times. The applicant shall complete or provide ninety (90) hours of professional growth activities; a Professional Growth Plan concurred by the appropriate superintendent or immediate supervisor and/or satisfactory performance evaluation by supervisor.

Special Policy for Holders of “Professional I” Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional I” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Professional Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

(c) **Master Administrator Certificate**

(1) **Minimum Qualifications.** A Master Administrator Certificate may be issued to an applicant who presents evidence that he or she has successfully completed all Professional Administrator requirements; has completed thirty (30) graduate credits in school leadership or a related field beyond the Master’s Degree; presents evidence of satisfactory performance approved by the administrator; and has completed ninety (90) hours of professional activities.

(2) **Length of Certification.** The length of certification for a Master Administrator Certificate shall be ten (10) years.

(3) **Renewability.** The Master Administrator Certificate is renewable any number of times. A certificate holder shall provide evidence of completing one hundred (120) hours of professional growth activities during the certification period; and presents evidence of satisfactory performance approved by the administrator.

Special Policy for Holders of Master Certificates issued through the Guam Department of Education. All holders of certificates known as the “Professional II” certificate issued under the Guam Education Policy Board’s policy known as “1000.41 Administration and Supervision Certification” prior to April 21, 2009 shall be considered to have met the pre-requisite requirements for a Master Administrator Certificate under these rules provided they met the renewal requirements of the Board’s said policy.

GCEC Rule 110. **Endorsements for School Librarians**

(a) **Temporary School Librarian Endorsement**

(1) **Minimum Qualifications.** A Temporary School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher with a minimum
(2) Length of Endorsement. The length of endorsement of a Temporary School Librarian Endorsement shall be two years (2).

(3) Renewability. A Temporary School Librarian Endorsement may be renewed two (2) times provided that evidence of satisfactory evaluations as a school librarian and an official transcript which indicates six (6) semester hours toward professional school librarian endorsement has been acquired per year.

(b) Professional School Librarian Endorsement

(1) Minimum Qualifications. Professional School Librarian Endorsement may be issued to an applicant who presents evidence that he or she is a certified teacher; has completed at least twenty-four (24) semester hours of library science courses aligned with American Library Association (ALA) and/or American Association of School Librarians (AASL) standards (in classification and cataloging; selection and acquisition of library materials; library/media administration; reference services; application of library automation and information access; internship or practicum) or has received a certificate of completion from a certified library science program from a regionally accredited university; presents evidence that he or she completed five (5) years of teaching experience; and presents evidence of a satisfactory evaluation from the administrator.

(2) Length of Endorsement. The length of endorsement of a Professional School Librarian Endorsement shall be the same as the educator certificate held by the applicant.

(3) Renewability. A Professional School Librarian Endorsement may be renewed any number of times provided that he or she presents evidence of satisfactory service as a school librarian; completion of ninety (90) hours of professional activities to include semester hours in courses that will enhance the school librarian’s work (such as courses in specific content areas, education courses, and library science courses); and Continuing Education Units, or Professional Growth Plan requirements, as approved by the administrator that have been acquired within the preceding five (5) years.

GCEC Rule 111. Certificates for School Counselors

(a) Temporary School Counselor Certificate

(1) Minimum Qualifications. A Temporary School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

- Earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;
- Successfully passed Praxis I (PST).
(2) **Length of Certification.** The length of certification of a Temporary School Counselor Certificate shall be two (2) year.

(3) **Renewability.** A Temporary School Counselor Certificate shall not be renewable.

(b) **Initial Counselor Certificate**

(1) **Minimum Qualifications.** An Initial School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Bachelor’s degree from a state approved college/university in Education, Psychology, Social Work, or field related to School Counseling;

(ii) Successfully passed Praxis I (PST) and Praxis II (Counseling);

(iii) Completion of an approved graduate level program in School Counseling as aligned with CACREP Common Core Areas and School Counseling Domains;

(iv) Internship in School Counseling with 90 hours of University/College supervised field based counseling experiences in K-12 settings.

(2) **Length of Certification.** The length of certification of an Initial School Counselor Certificate shall be two (2) years.

(3) **Renewal Requirement.** An Initial School Counselor Certificate shall not be renewable.

(c) **Professional Counselor Certificate**

(1) **Minimum Qualifications.** A Professional School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Master’s Degree in School Counseling; or meets all Initial Counselor prerequisites and have an advanced degree;

(ii) Successfully passed PRAXIS I (PST);

(iii) Two hundred (200) hours of supervised field-based experiences in K-12 settings;

(iv) Two (2) years satisfactory School Counseling;

(v) A Professional Growth Plan acknowledged by site administrator; and

(vi) One (1) year of satisfactory classroom teaching or three hundred 360 hours of K-12 counseling related classroom teaching/sessions.

(2) **Length of Certification.** The length of certification of a Professional School Counselor Certificate shall be five (5) years.

(3) **Renewal Requirement.** A Professional School Counselor Certificate may be renewed with the completion of ninety (90) hours of professional counseling related activities.
within the five (5) – year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

**d) Master School Counselor Certificate**

(1) **Minimum Qualification.** A Master School Counselor Certificate may be issued to an applicant who presents evidence that he or she has completed the following requirements:

(i) Earned a Master’s degree in School Counseling;

(ii) Seven (7) years satisfactory counseling in K-12 setting;

(iii) Two (2) years satisfactory classroom teaching in K-12 settings; or seven hundred twenty (720) hours of K-12 counseling related classroom teaching/sessions; and

(iv) Fifteen (15) categorical graduate credits beyond the Master's Degree in Counseling and/or related field (i.e. education, psychology, etc.)

(2) **Length of Certification.** The length of certification of a Masters School Counselor Certificate shall be ten (10) years.

(3) **Renewal Requirement.** A Master’s School Counselor Certificate may be renewed upon completion of one hundred twenty (120) hours of professional counseling related activities within the ten (10) year period; a Professional Growth Plan acknowledged by site administrator; and a satisfactory performance evaluation.

**GCEC 112. Extension on Certification**

(a) **Time Extension, General.** The Executive Director may grant a one-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Sub-rules (b) and (c) of this rule, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, Executive Director shall not grant an extension under this policy for the requirements to complete a three (3) semester credit course in Guam history, or Guam Culture, within the first year after the person’s certification, pursuant to 17 GCA § 5105. Nor shall the Executive Director grant extensions under this policy that are contrary to any other law. Any individual granted an extension under this section shall complete all the requirements for recertification within the extension period.

(b) **Standing Committee on Appeals.** The GCEC will establish a standing committee on appeals for extension of certifications. The GCEC chair will appoint three members to this committee.

(c) **Processing of Extension Requests.** All requests for extensions must be submitted in writing to the GCEC Administrator.

(1) If the request is within the purview, s/he will act on it within 5 days.
(i) If recommended for approval, the administrator will report the action to the Standing committee on Appeals. The approval must be countersigned by the GCEC chair.

(ii) If denied, the administrator will provide a written explanation of the denial to the applicant. The applicant can appeal to the GCEC Standing Committee on Appeals within 10 days of receipt of notice of denial.

(2) If it is not within the purview of the administrator, it will be channeled to the Appeals Committee within 5 days. The GCEC Administrator will forward the file (request, rejection notice and any other pertinent information) to the Appeals committee. It will act on it within 30 days at the Appeals Committee meeting and provide a recommendation to the GCEC at the next regularly scheduled meeting. The Appeals Committee may request to meet with the applicant.

(3) The GCEC will act on the recommendation of the Appeals Committee at the next regular meeting following established agenda guidelines:

(i) If denied, the educator has 10 days to exercise his/her right to a final reconsideration, by providing additional documentation to the Appeals committee via the GCEC office.

(ii) At the next regularly scheduled GCEC meeting, the educator can make a 5-minute presentation to the GCEC that includes any additional factors that have not been presented.

(iii) If no additional documentation is provided, the request for reconsideration is denied.

(iv) The commission will vote on the final reconsideration. The request for reconsideration cannot be further appealed.

(d) Reporting of Requests. All actions by either the Administrator or Appeals committee on requests for extensions of certificates must be reported at the regular GCEC meetings.

(e) Length of Extensions. All approved requests will follow the established policies for length of extensions.

(f) Conditions for Extension. Every effort shall be made to make the request within thirty (30) days of the expiration of the certificate date. The time extension provided in Sub-rule (a) of this Rule may be granted to any individual holding an educator certificate, if one of the conditions below applies to the certificate holder during the validity period of the certificate:
(i) The certificate holder suffered a medical condition which prevented him or her from satisfying the requirements for renewal of his certificate and such individual provides written proof from a licensed physician that he or she suffered such medical condition, including the duration of the medical condition.

(ii) The certificate holder has been on active duty in the military and provides his or her form DD-214 verifying dates of service preventing him or her from satisfying the requirements for renewal of his certificate.

(iii) Personal or immediate family member medical expenses incurred by the certificate holder which were not covered under a plan of health insurance caused financial hardship on the certificate holder, preventing him or her from meeting the financial requirements (i.e. tuition for courses) for certificate renewal. For purposes of this subsection, the holder shall maintain, for review by the Commission, records, receipts or letters from his or her insurance company, health care provider or any other relevant entity indicating such financial hardship.

(iv) A Commission administrative problem prevented the certificate holder from complying with the requirements for renewal of his or her certificate and the Executive Director of the Commission determines that the administrative problem is adequate to justify the extension.

(v) The certificate holder has been unable to secure employment or experience relevant to a specific employment or experiential requirement for renewal of his certificate, and such inability has prevented him or her from satisfying such requirement. For purposes of this subsection, the holder shall maintain a list of schools or school districts contacted, including dates, and a detailed written explanation thereof.

(vi) The certificate holder, because of extreme hardship or other circumstances beyond his or her control was unable to complete the requirements for renewal of certification. For purposes of this subsection, the Commission may require from the certificate holder, evidence of the extreme hardship.

GCEC Rule 113. Fees

(a) Disposition of Fees. Fees collected for the issuance and maintenance of educator certificates shall be used to carry out the goals and objectives of the Guam Commission for Educator Certification to include the daily operations of the Guam Certification Office. Such fees may be expended for, but not limited to; the following appropriation classifications: Personnel Services; Operations; Utilities; and Capital Outlay.

(b) Application Fee. Every application for a certificate hereunder shall be accompanied by an application fee. The application fee for review for certification shall be equal to the certification fee. If the applicant for initial certification fulfills all the requirements, the certification fee will be reduced by fifty percent (50%). If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of application. Out-of-state application fees will incur an additional $25 for
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(PROPPOSED)

The application fee for renewal of certificates shall be equal to the certification fee, with no reduction in the certificate fee. The cost for the certificate will be $5 per year regardless of the length of certificate. The application fee is non-refundable.

(c) **Endorsement Fee.** An endorsement of a second content area may be added to an educator certificate at any time during the term of the certificate. A temporary endorsement will be added to a certificate with evidence of 6 credit hours in the content area and a payment of a $10 fee. To receive a professional endorsement, the applicant must provide evidence of successful completion of at least 15 credit hours in the content or 24 in the case of library science. The professional endorsement fee will be $25 and will remain with the primary certificate through any renewal, with the payment of the additional fee.

### Each certificate prescribed by this Rule shall be as follows:

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<th>CATEGORY</th>
<th>APPLICATION FEE</th>
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<th>RENEWAL CERTIFICATE</th>
<th>LENGTH OF CERTIFICATE</th>
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### Rules and Regulations of the Guam Commission for Educator Certification (PROPOSED)

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<td>22. Master Counselor</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>10 years</td>
</tr>
<tr>
<td>23. Replacement</td>
<td></td>
<td></td>
<td>$10.00</td>
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### GCEC Rule 114. Disciplinary Action

(a) **Complaints.** Proceedings to suspend or to revoke an individual's certificate may be initiated by any person who may press or prefer charges of immoral or unprofessional conduct, evident unfitness for teaching, or evident unsatisfactory performance or persistent defiance of, and refusal to obey laws, these rules and regulations, the approved Educator Code of Ethics.

1. Any and all charges presented against holding a certificate must be made in writing, sworn to by the person or persons making them before a Notary Public and shall be filed with the Secretary of the Commission.

2. All charges made should include the following: the name and address of the complaint and respondent, a concise statement of the complaint with facts supporting the allegation that a violation has occurred and a statement of the relief sought. The complainant shall sign the complaint witnessed by a Notary Public.

3. Complaints may also be initiated by any member of the Commission, procedures available at office, where only submittal of facts or documents. Such submittals shall be without opinion. The submitting Commission member may participate in actions pertaining to the matter without prejudice provided opinions were not included with the submittals.

4. Prior to any disciplinary action being taken, the Commission may negotiate a Settlement of the charges.
(5) If no response is received by the Commission by the due date, the Commission may proceed on the Accusation without a hearing.

(b) Summons and Complaint.

(1) In the event the Commission determines that a probable cause exists, the Legal Counsel of the Commission shall be requested to prepare a summons and complaint.

(2) The summons and complaint shall be personally served or mailed to the last known address of the individual holding a certificate at least thirty (30) days before the date fixed for hearing. If mailed, a return receipt shall be requested.

(3) The summons and complaint shall show the time, place and nature of the hearing, a statement of legal authority and jurisdiction under which the hearing is to be held, reference to the particular section of statutes and/or rules involved, and a short and plain statement of the matters asserted. The notice of the summons and complaint shall indicate that at any hearing the accused individual registrant or firm holding a certificate shall have the right to appear in person or be represented by counsel or both to cross-examine witnesses in his or her or its defense and to produce evidence and witnesses of his or her or its defense. If the accused person or corporation fails or refuses to appear, the Commission may proceed to hear and determine the validity of the charges. The notice shall be in substantial compliance with the requirements of the laws of this Territory.

(c) Evidentiary Matters. The Commission shall follow the Administrative Adjudication Act on this matter.

(d) Conduct of Hearing. The Commission shall follow the Administrative Adjudication Act wherein either the Legal Counsel shall hear the case and make recommendations to the Commission, or where the Commission hears the case, the hearing officer shall act as the judge.

(e) Order of the Commission. The Commission shall issue an order as soon as possible from the date of the final hearing.

(f) Discipline. Upon order by the Commission in which the respondent is found guilty of the charges, the Commission may issue a reprimand, suspend, and refuse to renew the individual's certificate; or revoke certification immediately. At its discretion, the Commission may stay, permanently or temporarily, the execution of its order conditioned on any provision that the Commission believes appropriate under the circumstances for the case.

GCEC Rule 115. Code of Ethics

(a) Educators
PRINCIPLE I: Commitment to the Students. The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the students, the educator:

(1) Shall treat all students with respect and dignity.
(2) Shall provide students with opportunities for expansion of ideas and support their varying perspectives.
(3) Shall make reasonable effort to protect students from conditions harmful to learning or to health and safety.
(4) Shall maintain a professional relationship with students.
(5) Shall maintain confidentiality of students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
(6) Shall not deliberately suppress or distort subject matter relevant to students’ progress.
(7) Shall not intentionally expose students to embarrassment or disparagement.
(8) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
   (i) Exclude any student from participation in any program.
   (ii) Deny benefits to any student.
   (iii) Grant any advantage to any student.

PRINCIPLE II: Commitment to the Profession. The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator:

(1) Shall act with integrity and treat all colleagues with respect and dignity.
(2) Shall maintain the positive and professional image of educators in the community.
(3) Shall maintain confidentiality of colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
(4) Shall not knowingly make false or malicious statements about a colleague.
(5) Shall not in an application for a professional position deliberately make false statement or fail to disclose a material fact related to competency and qualification.
(6) Shall not misrepresented his/her professional qualifications.
(7) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
(8) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
(9) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
Sanctions. Major violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or other sanctions as stipulated by law or GCEC rule.

(b) Commissioners

The Guam Commission for Educator Certification is responsible for ensuring the public that educators working in the Guam schools meet high standards. Therefore, the Commissioners confirm their commitment to this goal through high standards of behavior, recognizing the responsibility they hold to the future of the Island. The Code of Ethics is the guideline for the behavior of standards of the Commissioners.

(1) Commission members shall maintain the integrity of their position as representatives of the Guam Commission for Educator Certification.

(2) Commission members will make every effort to be prepared, punctual, in attendance at and participate in every Commission meeting.

(3) Commission members who are representing agencies will ensure that a representative will be designated to attend meetings; in addition, the choice of designee will be consistent to maintain continuity.

(4) Commission members will encourage free expression of opinion by all Commission and committee members, and staff, while maintaining the confidentiality of personnel issues discussed in committee or as a Commission.

(5) Commission members shall conduct meetings in an orderly manner, follow rules of order, and through their demeanor and words, maintain the dignity of all Commission members. In addition, any Commission member shall act as a spokesperson for the Commission when specifically authorized to do so.

(6) Commission members shall work together with a sense of collegiality and cooperation, both in their meetings as a whole and in sub committees.

(7) Commission members will not use their position on the Guam Commission for Educator Certification for personal advancement or the advancement of those known to them.

(8) Commission members will maintain a spirit of cooperation and keep open lines of communication with the Director and other personnel of the Guam Commission for Educator Certification; with the Guam School System, both public and private; and with the community at-large.

(9) Commission members will keep up-to-date on issues dealing with educator certification, staff development, and current educational research, in order to
render decisions based on a review of all aspects of the issues, including a balanced consideration of state and local influences.

(10) Commission members will accept and abide by the Guam laws that impact the legal and fiscal responsibilities of the Guam Commission for Educator Certification

GCEC Rule 116. Reinstatement of Certification After Suspension

(a) Petition for Reinstatement. Upon petition of an individual formerly holding a certificate, which has since been suspended, the Commission may reissue a certificate provided that a majority of the members of the Commission vote in favor of such issuance.

(b) Commission Action. The Commission, for reasons it may deem sufficient, may reissue a certificate to any person whose certificate has been suspended. Such reissuance shall not supersede prior Commission decisions and recommendations as to penalty etc. taken for disciplinary action.

(c) Conflict and Bias
   (i) A Commission Member shall be excused and shall not vote in any action, disciplinary or otherwise, if the Commission Member may be biased for or against a Respondent or there may exist a potential conflict of interest. If a potential conflict of interest or bias exists, such determination shall be made by a majority vote of the remaining Commission members.
   (ii) If the Commission member has a potential conflict, that Commission member is obligated to disclose such a potential conflict.

GCEC Rule 117. Severability. If any of the Rules and Regulations, or any part thereof, of this Commission promulgated under the provisions of the rule making authority for Territory agencies are found by the courts to be invalid for any reason, the remainder shall continue in full force and effect. Each Rule and/or any portion thereof shall be severable.

GCEC Rule 118. Adoption and Amendment of Rules

(a) Adoption of Rules. Rules or regulations are adopted by this Commission, under the provision of Public Law 29-73 governing the practice of professional educators in K-12 which may be reasonably necessary for the proper performance of its duties and the regulations of the proceedings before it. They must not be inconsistent with the Constitution and the laws of Guam and shall be in compliance with the Administrative Adjudication Act.

(b) Petition for Rule-making. Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule or regulation by the Commission shall address a petition to the Executive Director. The container of the petition shall clearly bear the
notation: RULE-MAKING PETITION RE: and then the subject area. The petition must contain the following information:

(i) an indication of the subject area to which the petition is directed;
(ii) either a draft of the proposed rule or a summary of its contents;
(iii) reasons for proposal;
(iv) effect on existing rules or orders;
(v) any data supporting the proposal;
(vi) effect of the proposed rule on existing practices in the area involved, including cost factors;
(vii) names or a description of those most likely to be affected by the proposed rule; and
(viii) name and address of petitioner.

(c) Timelines. The Executive Director shall transmit the petition to the Commission within ten 10 of days after receiving the petition. The Commission shall make a decision on whether to grant or deny the petition within fifty (50) days. This rule shall be carried out in accordance with 5 GCA § 9307.