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KUMISION SETTEFIKASION PARA I MANMANIDUKA
GUAM COMMISSION FOR EDUCATOR CERTIFICATION
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APPLICATION FOR EXTENSION OF CERTIFICATION

SECTION A

Name: _____ Maiden/Other: _____
Last First Middle

Contact Numbers: (Hm) _____ (Wk) _____ (Cell) _____

Social Security: _____ DOB: _____ Email: _____

SECTION B

CERTIFICATE(S) TO BE EXTENDED	EXPIRATION DATE(S)

SECTION C

Policy for Time Extensions on Certification

(Adopted October 20, 2009)

Section 1. Time Extension, General. The Commission may grant a one-time extension of up to one (1) year in the time validity of an educator certificate, in accordance with Sections 2 and 3 of this policy, to provide relief from the strict application of the terms of requirements relating to educator certification renewal. However, the Commission 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 17 GCA Chapter 5. Nor shall the Commission 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.

Section 2. 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 Section 1, of this policy *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.**[Check the box next to the reason(s) for your request and attach a detailed explanation with all supporting documentation]**
☐ (a) The certificate holder suffered a medical condition which prevented him or her from satisfying the requirements for renewal of his certificate and he 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 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 GCEC 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 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.

Section 3. Consideration of Requests. A request for extension under this policy shall be made in writing to the Executive Director who shall submit the request, supporting documents, and his recommendation on the request to the Commission at the next regular meeting for consideration. For purposes of this subsection, the Executive Director may request from the certificate holder for additional supporting documents and a signed authorization for the Commission to review his or her certification records held by the Commission. The Commission may consider such additional documents and whether it was authorized to review such records as a factor in its decision to grant or deny the request.

SECTION D (Please check one of the boxes and sign and date below)

☐ I agree ☐ I do not agree that all documents submitted to the Guam Certification Office shall be considered for this request and shall be openly disclosed/discussed by the GCEC membership at a regular commission meeting pursuant to *5GCA, Chapter 8 Open Government Law*.

By affixing your signature below, you acknowledge the GCEC Policy for *Time Extensions on Certification* (adopted 10/20/09) and understand that any false information, documentation, or representation on my part constitutes fraud which shall adversely affect the decision to extend and possibly suspension/revocation of my Guam Professional Educator Certificate.

_____ _____
Signature Date