



## **STANDARD OPERATING PROCEDURES**

### **GCEC NO.: SOP-2025-01**

**SUBJECT:** ADDING A TEACHING OR CONTENT AREA TO MULTIPLE AND SINGLE SUBJECT CREDENTIALS

**EFFECTIVE DATE:**

**I. REFERENCES:** PL 29-73, PL 31-50 & PL 32-220; Educator Certification

**II. APPLICABILITY:** This document applies to all educator certificate holders who desire to add new certifications to existing credentials.

**III. PURPOSE:**

*Educators may seek to add additional certifications to their current licensure. Qualified applicants who hold a Professional or Master Certificate may obtain an additional certificate, either elementary or single subject secondary, or add an additional single subject secondary content area, when the requirements listed are completed.*

*Providing this option for teachers would enable them to have full certification in multiple subject areas, thus providing them with more options for subject areas and may increase job satisfaction. This will also provide the Guam School System with teachers qualified in additional areas of need.*

**IV. SCOPE:** District-wide for applicants for Guam Educator Certification who seek additional teacher certifications

**V. POLICIES:** It is the policy of the GCEC that all official documents pertaining to the certification process be handled in a professional manner with attention to security.

**VI. DEFINITIONS:**

- a. Endorsement: Recognition of qualification in a specialized field demonstrated by the evidence of 15 credits of recognized coursework (must be a certified teacher with additional coursework in the GCEC-approved specialty areas). For further information, see SOP 2020-04. (PL 31-50 - 81-02.N)
- b. Certification: a license qualifying the recipient to practice as a professional educator on Guam with evidence of the Praxis Content/Subject Assessment.

- c. Content area subject-matter competence: passing scores on the GCEC approved Content/Subject Assessment (PL 31-50 81-04.b.)

**VII. REQUIREMENTS / PROCEDURES:**

1. Holds a Professional or Master Educator Certificate in Elementary (K-5) and is seeking a Single Subject Secondary Teaching Certificate (6-8 or 6-12). Complete all of the following and provide official documentation of satisfactory completion of test results and transcripts to the GCEC office:
  - i. Content area subject-matter competence (See Definitions).
  - ii. Completed application and processing fee.
2. Holds a Professional or Master Educator Single Subject Secondary Teaching Certificate (6-8 or 6-12) and is seeking a Teaching Certificate in Elementary (K-5). Complete all of the following and provide official documentation of satisfactory completion of test results and transcripts to the GCEC office:
  - i. Completion of Elementary subject-matter competence (See Definitions).
  - ii. Completed application and processing fee.
3. Holds a Professional or Master Educator Single Subject Secondary Teaching Certificate (6-8 or 6-12) and is seeking to add another single subject content area. Complete the following and provide official documentation of satisfactory completion of test results and transcripts to the GCEC office:
  - i. Completion of content area subject-matter competence (See Definitions).
  - ii. Completed application and processing fee.

VIII. **PENALTY:** GCEC Personnel in intentional violation of the procedures established in this SOP may be disciplined pursuant to the DOA Personnel Rules and Regulations.

IX. **EFFECTIVE DATE.** Upon date and signature of GCEC Chairperson.

X. **CHANGE(S).** Suggestions for changes to this SOP should be submitted in writing to the GCEC Chairperson for consideration of the Commission.

XI. **REVIEW.** Triennial review of this procedure will be conducted.



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ROBERTA M. ABADAY  
GCEC Chairperson

Date: 8/06/2025