

*UFISINAN SETTEFIKASION GUÅHAN*  
**GUAM CERTIFICATION OFFICE**



**STANDARD OPERATING PROCEDURES**

**GCEC No. 001**

**SUBJECT:** Document Intake  
**EFFECTIVE DATE:** March 23, 2007; (revised 1/01/10, 4/15/10)  
**INQUIRIES:** UFISINAN SETTEFIKASION GUÅHAN

- I. **REFERENCES:** PL 29-73; Educator Certification
- II. **APPLICABILITY:** This document applies to all certification staff.
- III. **PURPOSE:** To establish efficient steps for intake of documents.
- IV. **SCOPE:** District-wide for receipt of documents from all applicants for Guam Professional Certification.
- 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. **REQUIREMENTS / PROCEDURES:**
  1. Completed Request for Professional Certification form (both sides).
  2. Initial
    - a) Official transcript(s);
    - b) Praxis I score report (Results sent to GCEC directly from ETS);
    - c) All pertinent documents as required;
    - d) Full payment.
  3. Renewal
    - a) Official transcript showing renewal credits and/or documentation of professional activities;
    - b) Current performance evaluation;
    - c) Copy of current Guam Professional Certificate;
    - d) Full payment.
    - e) Requests for renewal are accepted no earlier than (90) days prior to expiration.
  4. Upgrade in Certificate Level
    - a) Copy of current Guam professional Certificate;
    - b) Official transcript showing conferred Master's Degree;
    - c) Current performance evaluation;
    - d) All pertinent documents as required (i.e. mentorship and verification of teaching);
    - e) Full payment.

5. All documents submitted must be stamped & initialed received.
  6. A copy of payment & receipt for documents received shall be given to each applicant.
  7. For each category:
    - a) Only Official Transcripts (sealed by registrar) are acceptable.
    - b) Verify that Official Transcripts are from a regionally accredited institution.
    - c) Acceptance of applications is on the condition that all required documents are submitted and payment is made in full.
    - d) Route technical inquires to the appropriate person.
- VII. **PENALTY:** Personnel in violation of the procedures established in this SOP may be disciplined pursuant to the DOA Personnel Rules and Regulations.
- VIII. **EFFECTIVE DATE.** Upon date and signature of Certification Officer.
- IX. **CHANGE(S).** Suggestions for change(s) to this SOP should be submitted in writing to the Guam Certification Office.

  
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JOHN T. ANDERSON  
EDUCATION CERTIFICATION OFFICER

04/15/2010  
Date