Teacher Transition Policy

The CASE Teacher Transition Policy helps bridge the certification gap between incoming and outgoing new teachers. Teachers must be certified to use the curriculum published by CASE 4 Learning to maintain instructional consistency in an agricultural program that utilizes CASE 4 Learning.

CASE certification is the key to accessing CASE 4 Learning curriculum. A teacher who completes CASE professional development receives a certification to access specific courses. CASE certification stays with a teacher throughout their career regardless of their employment.

When a CASE-certified teacher leaves a school, the incoming teacher can apply for a probationary period to use the curriculum in which the previous teacher was certified for one school year. The school district and incoming teacher must commit to the incoming teacher attending a CASE ***Institute within one year of receiving probationary access***. If more than one CASE course is offered, the new teacher must complete certifications for all courses at a rate of at least one course per year.

An incoming teacher can access the CASE curriculum for the course(s) in which the former teacher was certified for ONE instructional year after completing the following steps. The temporary access is only good for that certification, and the payment cannot be transferred or applied to a different CASE certification.

1. If the incoming teacher does not have a MyCASE account, they need to create one to access the curriculum once it is granted.
2. Complete the **Curriculum Access Request Form** to apply for Probationary Access.
    - Accurate billing contact information helps expedite the invoicing process; access will not be added to your MyCASE account until the invoice is paid in full.
    - Include a letter from the administration committing to sending the incoming teacher to a CASE Institute for the specific course certification at the end of the school year.
    - Include a purchase order number for reference.
3. The non-certified teacher completes **CASE Foundations**, approximately 1 hour of online professional development.
4. Pay the full registration fee for the professional development event that corresponds wih the curriculum access the school and teacher are requesting.
    - An invoice is sent after the curriculum access form has been completed and reviewed by CASE 4 Learning for accuracy.
    - This fee is credited towards the cost of professional development the following summer.
    - If the dates or the location of the events offered do not work, then the school has to pay the full registration fee again for the following year.

This policy was adopted by the CASE Advisory Committee on November 9, 2011. This policy was later amended in April 2013 and again in June 2026