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Department: Human Resources	Approval Date: 5/27/2014	Policy Number: 8500
Regulation Number: **645A (h)(1-2)** **648A (a)(2)(B)(ii)** **648A (a)(4)**	**Regulation Topic:** **Teaching Staff Qualifications**	**Policy Title:** **Requirements for Center-Based Teaching Staff Below Minimum Qualifications**

Policy:

In the event that a direct service provider has attempted unsuccessfully to recruit an individual who has the qualifications for teaching positions, the provider must document that the individual(s) hired were the most qualified applicants from those available. Supporting documentation must be maintained according to the corresponding procedure for this policy.

Reviewed: 8/13/25