

Credentials Spring Workshop 2023

Tuesday, March 21, 2023

Monica Robinson, Credential Analyst

Casey Choate, Credentials & Live Scan Supervisor

Mario Castillo, Dawn Derouin, Lillian Harvey, Jose Lopez, & Katie Pacheco

Agenda

- Welcome & Introductions
- Transitional Kindergarten
- Special Education
- Subject Matter Competence and Exam Updates
- Online Recommendations
- Temporary County Certificates
- Credential Information Updates/Reminders
- English Learner Authorizations
- Assignment Monitoring
- Designated Subjects Consortium
- Resources
- Questions or Comments

Transitional Kindergarten

Transitional Kindergarten (TK)

Transitional Kindergarten teachers must possess a teaching credential, just like kindergarten teachers

Credentials that authorize services are:

Kindergarten-Primary	Specialist Instruction in Early Childhood Ed
Elementary (grades K through 8)	Multiple Subject – GELAP
Early Childhood (preschool through grade 3)	Multiple Subject – STSP
Multiple Subject (preschool, K – 12 and adults)	Multiple Subject - PIP
Multiple Subject University Intern	Emergency Transitional Kindergarten (ETK) Permit

Transitional Kindergarten (TK)

Education Code section 48000 (g) requires Transitional Kindergarten teachers assigned to teach T-K on or after July 1, 2015, to have **one** of the following by **August 1, 2023**:

- At least 24 units in Early Childhood Education, or Child Development, or both
- Professional experience in a classroom with preschool age children (determined by LEA)
- Child Development Teacher Permit or higher issued by the Commission on Teacher Credentialing

Special Education Transitional Kindergarten (TK)

- Education Specialist Instruction Credential holders are NOT authorized to teach traditional TK because they are not authorized to teach GENERAL education students.

If teaching in a Special Education setting, educators are authorized to teach.

- The older Early Childhood Special Education (ECSE) credential does not authorize Special Ed TK because this document does not authorize Kindergarten.

Can apply for “Bridge” document to add Kindergarten

Emergency TK Permit

[Emergency Transitional Kindergarten Permit \(ETK\) FAQs](#)

Effective July 1, 2022 - Emergency Transitional Kindergarten (ETK) Permit (aka: Emergency Specialist Teaching Permit in Early Childhood Education)

- Only available at the request of employing agency
- [CL-908 Form](#) – Verification of Requirements for the Emergency Transitional Kindergarten (ETK) permit

Emergency TK Permit

Emergency Transitional Kindergarten (ETK) Permit Requirements:

- BA or higher from regionally accredited college or university
- Possess a valid Child Development Teacher Permit or higher
- Satisfy one of the following:
 - 24 semester units in Child Development or ECE
 - Possession of a BA or higher degree in CD or ECE
 - Beginning July 1, 2023, must have 3 or more years of FT teaching in TK setting or preschool/CD program or combo

Transitional Kindergarten (TK)

Resources:

San Diego County Office of Education (SDCOE)

[TK Teaching Requirements Info Flyer](#)

[PK-3 and Transitional Kindergarten \(TK\) FAQ's](#)

[Educator Pathways TK and Early Learning](#)

CA Commission on Teacher Credentialing (CTC)

[Transitional Kindergarten Assignment Info](#)

California Department of Education (CDE)

[Transitional Kindergarten FAQ's](#)

[Universal Prekindergarten \(UPK\) FAQ's](#)

Special Education

Special Education Changes

- Five Preliminary Education Specialist credentials
- Titles changed the focus from disability to support level
- Broad specialty areas (Reduced from 7 areas to 5)
 - Mild to Moderate Support Needs (MMSN)
 - Extensive Support Needs (ESN)
 - Early Childhood Special Education (expand to K) (ECES)
 - Deaf & Hard of Hearing (DHH)
 - Visual (VI)
- Programs transitioned to new standards on September 1, 2022

Special Education Changes

Sunset Date – Effective July 1, 2026

Commission Approved programs will *NO* longer be able to recommend for the following specialty areas:

- Preliminary Mild/Moderate
- Preliminary Moderate Severe
- Preliminary Early Childhood Special Education (previous ECSE)

Special Education Bridge Authorizations

- Option for special educators whose Education Specialist credential was issued prior to January 2023.
- Meets updated requirements associated with the *NEW* credentials titled Early Childhood Special Education, Mild to Moderate Support Needs, and Extensive Support Needs.
- Bridge program will authorize the educator to serve wider range of students & disabilities not authorized in previous credential.

Special Education Bridge Authorizations

Bridge authorizations exist for Mild/Moderate Support Needs, Extensive Support Needs and Early Childhood Special Education

- For Mild/Moderate Support Needs (MMSN),
 - Must hold the Mild/Moderate Disabilities Area
- For Extensive Support Needs (ESN)
 - Must hold the Moderate/Severe Disabilities Area
- For the new Early Childhood Special Education (ECSE)
 - Must hold the old Early Childhood Special Education Specialty Area

Special Education Bridge Authorizations

Three ways to qualify for these new Bridge authorizations:

1. Coursework verified through Commission approved Preliminary Education Specialist Program Sponsor
2. Professional Development verified by approved program, LEA, Special Education Local Planning Area (SELPA), or state educational agencies that develop and adopt professional development aligned to the required content
3. Confirmation of prior knowledge verified via observational data, a portfolio submission, video demonstration, a performance assessment, or another means to show competence by the employing LEA

Special Education Bridge Authorizations

Coming soon:

San Diego County Office of Education Teacher Effectiveness Unit
- Bridge Program

First Cohort in Fall 2023/Begins in August
Cost: \$800 for each Bridge authorization

For additional information email:
educatorpathways@sdcoe.net

Out of State Generic Special Education

AB988 (Berman) adds another option for out of state prepared teachers to satisfy the “**RSG**” renewal requirement effective January 1, 2020

- Option to satisfy Level 1 program if verification of student teaching or two years of out of state teaching experience in disability area
- May establish equivalency by providing verification of two years of full-time teaching experience in the specialty area listed on their credential
- Experience must have been earned in California while holding the Level 1 Credential

Out of State Generic Special Education

Educator holding a valid CA Preliminary Education Specialist credential based on an out-of-state generic program has ability to switch to different authorization/specialty area

- Educator must [self-revoke](#) the specialty area listed on the initial Level 1 credential.
- Educator can submit an application and fee for the **new** authorization/specialty area along with verification of experience based on two years of experience in the specialty area requested.
- Specialist Credential must be issued with renewal code

RSG

OR

R19J

Refer to Coded Correspondence 19-07

Subject Matter Competence and Exam Updates

New Options for Subject Matter Competence (SMC)

- For Single Subject Teaching Credentials, a bachelor's degree or higher from a regionally accredited college or university in the *statutory subject* sought on the credential can now satisfy subject matter competence
- For Multiple Subject Teaching Credentials, the degree major must be in Liberal Studies or an Interdisciplinary Studies major
- For Education Specialist Instruction Credentials, any Single Subject degree or the Multiple Subject degrees are acceptable

New Options for Subject Matter Competence (SMC)

- Degree majors in the statutory subject, Liberal Studies or an interdisciplinary major are *only* acceptable (Other degree majors do not meet requirements)
- Additional degrees for subject matter competence
- Only ***Commission approved programs*** may make the determination that a course can be used toward demonstration of SMC.

New Options for Subject Matter Competence (SMC)

- Degree must be in academic major that is an exact match to the subject on the credential
- Applied majors are acceptable (e.g., Applied Mathematics, Applied Physics)
- Also acceptable are Single Subject majors in the single subject areas that may have additional modifiers (e.g., Art: Studio Art, Biology: Environmental Biology, Mathematics: Mathematics Education, etc.)
- Can accept Bachelor's, Master's or Ph.D. degrees for SMC

Basic Skills Requirement

- SB1397 has temporarily waived the Basic Skills Requirement for First-time 30-day Substitute Teaching Permit applications from ***January 1, 2023, to July 1, 2024***
- Educator will be able to renew their document without meeting the Basic Skills requirement
- *Basic Skills proficiency* will be required for Initial Emergency 30-day Substitute Teaching permit after July 1, 2024
- SB1397 ONLY applies to First-time 30-day Substitute Teaching permit applications
- If educator met Basic Skills proficiency via one of the acceptable methods (CBEST, coursework, AP/SAT exams, etc.) we encourage them to submit it although it is waived at this time

Options for Meeting BSR

Coursework option MUSTS:

- Taken at a regionally accredited institution of higher education
- Can include community college coursework
- Candidate must have achieved a grade of **B-** or better, Pass, or Credit
- Course must have been the equivalent of 3 semester units or 4 quarter units
- Course must be degree applicable (AA degree applicable is acceptable)

Options for Meeting BSR

Coursework option conditions:

- Cannot be professional development classes
- Cannot be continuing education units (CEU's)
- Cannot be in service training or workshops

Educator can submit CL-130 Form

Or

41-BSR Form signed by program

Courses for meeting BSR

Coursework:

- Reading: critical thinking, literature, philosophy, rhetoric, textual analysis
- Writing: composition, English, rhetoric, written communication, writing
- Mathematics: algebra, geometry, mathematics, quantitative reasoning, statistics

Basic Skills Requirement

Support Letters:

- A course which does not fit the guidance will be accepted if the content is verified by college registrar or appropriate department chair on official letterhead with acceptable “wet” signature or acceptable electronic signature
- Example: Computing Equations course from the Computer Science Dept. can be used to meet Math course
- Letter not needed if course title matches content areas

CTC Exam Updates

- CTC Exam Fees waived until 06-30-23
- Online Proctoring available for some exams
- Educators may test remotely, including from home.

Available exam(s)

- CBEST
- CTEL
- CSET
 - Multiple Subjects – Subtest I & III available
 - English – All subtests available
 - Social Science – All subtest available

Online Recommendations

Online Recommendations

Beginning ***January 1, 2023*** – Employing agencies shall be required to submit applications for Emergency type permits via CTC online application system.

- Eliminates the option to submit paper application
- Educator can pay online for the document

Currently there is NOT a “*Sunset Date*” on paper applications yet, but we recommend that you work towards online approval process

Emergency Documents Available

Emergency 30-day Substitute	Emergency Crosscultural, Language and Academic Development Permit (EM CLAD)
Provisional Internship Permit (PIP)	Emergency Bilingual Permit
Short Term Staff Permit (STSP)	Emergency Teacher Librarian Services Credential
General Education Limited Assignment Permit (GELAP)	Teaching Permit for Statutory Leave (TPSL)
Special Education Limited Assignment Permit (SELAP)	Specialist Teaching Permit in Early Childhood Education also known as the Emergency Transitional Kindergarten Permit (ETK)
Emergency Resource Specialist Permit	

Online Recommendations Designee

Emergency Permits- Online Recommendations
Coded Correspondence [22-05](#)

Add or Change Authorized *Designee* Form: [CL-896](#)

Add or Change Authorized *Submitter* Form: [CL-897](#)

Designees and Submitters will receive an e-mail from CTC
when approved

CTC Online Resources

[CTC Online – Processing Recommendations](#)

[User Guide – Overview](#)

[CTC Online Handbook for Non-Program Document Submission](#)

[User Guide - PIP/STSP Online Submission](#)

[CTC Authorization Code Sort Table](#)

[Webinar Recommendations 2022](#)

[Webinar for Online Recommendations - October 2022](#)

5 Minute Break

Temporary County Certificates

Temporary County Certificates Online Recommends

- EC Code 44332 allows the County Office to issue a temporary county certificate to cover the assignment while waiting for the CTC to process the application. **Must possess the *Certificate of Clearance* or another valid document in order to activate.**
- Submit the following to obtain a Temporary County Certificate (TCC)
 - 1) Printout of CTC payment confirmation email
 - 2) Completed TCC, including the authorization/subject area and issuance/effective date

Temporary County Certificate will be issued for **three months** from the date paid/received at CTC

- By law, it can not be valid for more than one year (or until the credential/permit applied for has been issued or denied by the CTC).
- Applications rejected/denied by the CTC will result in the inactivation of Temporary County Certificate.

Temporary County Certificates - SDCOE

- Applications received & processed by SDCOE will be issued a Temporary County Certificate for **six months** from the file date. The CTC may take up to 5 months to process a new credential!
- EC Code 44332 allows the County Office to issue a temporary county certificate to cover the assignment while waiting for the CTC to process the application.
- By law, it can not be valid for more than one year (or until the credential/permit applied for has been issued or denied by the CTC).
- Applications rejected/denied by the CTC will result in the inactivation of Temporary County Certificate.
- Complete application and fingerprint clearance.

Temporary County Certificates – CTC Direct

Applications that are submitted *direct* to CTC that require issuance of a Temporary County Certificate will require the following:

- A granted Certificate of Clearance issued by the CTC
- The application must show as “pending” on the CTC website

A copy of all materials submitted to the CTC including:

1. A photocopy of official transcripts with BA degree or higher showing all professional preparation including student teaching
 2. A photocopy of the out-of-state teaching credential
 3. A photocopy of the Basic Skills Requirement (BSR) scores (if applicable)
 4. Any supporting documentation
- A completed Temporary County Certificate (TCC/A120) form

Temporary County Certificate will be issued for **three months** from the date paid/received at CTC

Credential Information and Friendly Reminders

Credential Information Guide (CIG)

To access the CIG, do the following:

- 1) Type in the following link: https://www.ctc.ca.gov/credentials/cig/cig_toc.html
 - 2) A box will appear labeled “Enter Network Password”
 - 3) Enter the following:
 - a) Username: cig2011
 - b) Password: ctcguide
 - 4) Click box to save your password
- Coded Correspondence & Credential Information Alerts (CIA) available on CIG or CTC website.
 - Workshops, Presentations and Charts on the CIG

Credential Information

What's New?

SDCOE Credential Services has a new resource for our Local Educational Agencies

[SDCOE Credentials LEA Resource Site](#)

Resources and information

- Helpful Links
- Webpages
- Webinars

Credential Information

SDCOE Upcoming Monthly Webinars:

- **April 25:** [Waivers](#)
- **May 31:** [Local Assignment Options](#)
- **June 28:** [Supplemental & Added Authorizations](#)

SDCOE Credential Services Newsletter – ***Credentials Corner***

[Credentials : Sign Up to Stay in Touch \(constantcontact.com\)](#)

Credential Information

Substitute Teaching Reminders:

The 2022 Education Omnibus Budget Trailer Bill which extends the number of days a substitute teacher can serve in the class for one teacher up to 60 days ends – **July 1, 2023**

Effective July 1, 2023 – the number of days an individual may substitute for any one teacher in a school year resumes back to no more than 30 days for one teacher (general ed) and 20 days for one teacher (special education)

Friendly Reminders

- **Form 41-4** Applications **MUST** be most recent revision, have a file date, district information including email in order to process. Please submit them in a timely fashion.
 - The CTC will no longer accept 41-4 paper application form if it has white out, cross outs or handwritten correction notations or the like on application forms.
- **3 Month/90-day Rule** - Backdating can only be 3 months or less. Forward dating is allowed for regular credentials up to 1 year in advance. File date for CTE credentials must be the date they completed their requirements.
- **Form CL-224** - Approval of Service Rendered Without a Valid Credential Form – If individual has rendered service in position requiring certification while NOT holding the appropriate **Clear** certification or Temporary County Certificate. Form submitted by employer.

Friendly Reminders

PeopleSoft - For a CLEAN payroll - District Credential Queries

- **M_CRED_CERT_DIST**

- Enter 3 Digit Agency Number

- Report to view a certificated position with NO credential on file

- **M_CRED_EXPIRE**

- Enter FROM and TO dates

- Enter 3 Digit Agency Number

- Report to view all expiring credentials based on date range

Upload Files to CTC

Documents that need to be Registered in San Diego County

- Need Social Security Number or Employee ID/DOB
- When sending information to SDCOE, please encrypt your email
- Send via email to sdcred@sdcoe.net



English Learner

Designated and Integrated ELD

Designated ELD is defined as instruction provided during a time during the regular school day for focused instruction on the state-adopted ELD standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (California Code of Regulations, Title 5 [5 CCR] Section 11300[a])

Integrated ELD is defined as instruction in which the state-adopted ELD standards are used in tandem with the state-adopted academic content standards. Integrated ELD includes specifically designed academic instruction in English. (5 CCR Section 11300[c])

Common English Learner Authorizations and the Services They Authorize

Credential	Authorization Code	English Learner Service(s)			
		Specially Designed Academic Instruction in English (SDAIE)	English Language Development (ELD) within content being taught	Departmentalized English Language Development (ELD)	Bilingual Instruction
Single Subject (All types)	ELA1	✓	✓	✓	X
	ELAS	✓	✓	X	X
	BA**	✓	✓	✓	✓
	R1WL/ELD	✓	✓	✓	X
Multiple Subject (All Types)	ELA1	✓	✓	✓	X
	ELAM	✓	✓	X	X
	BA**	✓	✓	✓	✓
Education Specialist (All Types)	ELA1	✓	✓	✓	X
	ELAE	✓	✓	X	X
	BA**	✓	✓	✓	✓
Designated Subjects: CTE	ELA1	✓	✓	✓ ¹	X
	S17C	✓	X	X	X
	BA**	✓	✓	✓	✓
Language Development Specialist ⁵	S22/S-22	✓	✓	✓	X
CLAD Certificate	ELA1	✓	✓	✓ ¹	X
CCSD Certificate	S17D	✓	✓ ²	X	X
	S17S	X	✓ ³	X	X
	S17A	✓	X	X	X
SB 1969 Certificate ⁴	NONE	✓	✓ ³	X	X
Bilingual Documents (Specialist, BCC, and BCLAD) ⁵	R-3/R3B				
	S6/S-6	✓	✓	✓	✓
	S14				

A "✓" indicates that the service is authorized. An "X" indicates that the service is not authorized.

**references the two letter code for the specific language authorized by the bilingual authorization. See the document's authorization statement for more information.

English Learner (EL) Authorization

Document	Integrated ELD	Designated ELD AND Integrated and Designated ELD	Departmentalized ELD (CALPADS Course 9104)	Bilingual Instruction
full English Learner Authorization (or CLAD Emphasis) Authorization Codes: ELA1, SA12	✓	✓	✓	
Multiple Subject, Single Subject, or Education Specialist Credential with revised ELA Authorization Codes: ELAM, ELAS, or ELAE	✓	✓		
Bilingual Authorization Authorization Codes: BA**	✓	✓	✓	✓ ²
Certificate of Completion of Staff Development Authorization Code: Various	✓	✓ ¹		



1. Authorizations may vary based on auth code or certificate - review educator auth or certificate
2. Bilingual authorization will be checked against language of delivery. If languages do not match, an exception will generate

Assignment Monitoring

Assignment Monitoring

Assembly Bill 1219 (Jones-Sawyer)

- Annual Assignment Monitoring replaces the four-year cycle and Williams Deciles 1 -3 monitoring
- Implementation of a computerized system: CalSAAS
- Data Sharing with CA Department of Education (CDE)
- Charter Schools included in annual monitoring
- Statutory Responsibility to appropriately assign educators and service providers

Assignment Monitoring

Assembly Bill 1505 (O'Donnell)

- **Charter School Teachers** employed in a charter school during 2019-20 school year have until **July 1, 2025** to obtain the appropriate credential for their assignment.
 - Assignment must stay the same
 - Must hold a valid Certificate of Clearance
- Any newly hired charter school teachers as of the 2020-21 school year must hold appropriate credential for the assignment.
- Only educators in *teaching positions* will be monitored.

Assignment Monitoring Data SDCOE collection outside of CalSAAS

- ALL local assignment option(s), Education Code option(s), and **CORE** middle school assignments/master schedules must be submitted to San Diego County Office of Education (SDCOE) – Credentials office annually.
- 2022/2023 data is due to SDCOE on Friday, March 24, 2023.

Assignment Monitoring Data

SDCOE collection outside of CalSAAS

- ***Adult Education, Early Childhood Special Education, Child Development, and Preschool*** assignments do not have dedicated CALPADS course coding and **will not be captured/monitored in CalSAAS**.
- LEA's will need to provide documentation annually to **monitoring authority** and/or SDCOE to ensure that all educators are appropriately assigned since these assignments are considered to be reviewed based on statute
- 2022 – 2023 Data is due to SDCOE Credentials Office on Friday, March 24, 2023

How to Prepare for Monitoring

- **CTC Credential Information Guide**

Assignment School Training Modules under
Assignment Resources

<https://www.ctc.ca.gov/credentials/cig2/assignment-resources/assignment-school>

Training modules:

- Assignments in Charter Schools
- English Learner Services

Assignment Monitoring Results

- Results will be posted on California Commission on Teacher Credentialing (CTC) website [California Educator Assignment Monitoring](#)
- Results will be published to the public/CA Department of Education (CDE) [Teaching Assignment Monitoring Outcomes - Accessing Educational Data \(TAMO\)](#)
- Results will be prepopulated on School Accountability Report Card (SARC)
- Results will be used to report “*Ineffective*” and “*Out-of-field*” teachers for Every Student Succeeds Act (ESSA) on DataQuest

NEW CalPADS Course Codes

NEW - Non-Classroom Based or Support Assignment Codes in CALPADS

- **6028 - Teacher on Special Assignment (TOSA)**
- **6029 - Special Education Case Manager (non-instructional)**
- **6030 - Program Coordinator – School Site Level**

Every Student Succeeds Act (ESSA) Teacher Definitions

Term	Definition
Ineffective Teacher	An individual whose assignment is legally authorized by an emergency permit that does not require possession of a full teaching license; or a teacher who holds a teaching credential but does not hold a permit or authorization that allows them to teach outside of their credential area (misassigned) OR individual does NOT hold a credential, permit or authorization to teach in CA. (PIP, STSP, Variable Term Waivers, Substitute permits or Teaching Permits for Statutory Leave (TPSL)).
Out-of-field Teacher	A credentialed teacher who has NOT yet demonstrated Subject Matter Competence (SMC) in the subject areas(s) assigned to teach. (GELAP, SELAP, Short Term Waivers, Emergency English Learner or Bilingual authorization Permits, and LAO's).
Inexperienced Teacher	A teacher who has two or fewer years of teaching experience.

4-Week Letter Notification Determinations

Status

Descriptions/Certifications/Permits

4-Week Notice Trigger (Y or N)

Legal (meets State certification/licensure [if providing instruction in the grade levels and subject areas in which the teacher is certified/licensed])

- Clear
- Life
- Level I
- Level II
- Intern
- Supplementary/Subject Matter Authorization
- Preliminary

No

Ineffective

- Provisional Internship Permits
- Short-Term Staff Permits
- Variable Term Waivers
- Substitute permits or Teaching Permits for Statutory Leave (TPSL) holders serving as the teacher of record

Yes

Out-of-Field Teacher

- General Education Limited Assignment Permit (GELAP)
- Special Education Limited Assignment Permit (SELAP)
- Short-Term Waivers
- Emergency English Learner or Bilingual Authorization Permits
- Local Assignment Options (except for those made pursuant to the California Code of Regulations, Title 5, Section 80005[b])

Yes

Emergency Substitute Documents

- TSLP
- Emergency 30-Day Substitute Teaching Permit
- Emergency Substitute Teaching Permit for Prospective Teachers
- Emergency Career Substitute Permit

Yes

Designated Subjects Consortium

Designated Subjects Consortium Contacts

Keri Morgan, Designated Subjects

(858) 295-8790 or keri.morgan@sdcoe.net

- **Program Questions, Memorandum of Agreements (MOA), or Mentor Applications**

Nancy Mora, Credential Technician

(858) 295-8791 or nancy.mora@sdcoe.net

- **Credentialing Questions**

Calipso Barrera-Gomez, Project Specialist

(858) 295-6987 or calipso.barreragomez@sdcoe.net

Questions? Email: designatedsubjects@sdcoe.net

For Memorandum of Understanding Agreement, Mentor Support OR General Program Information Updates

SDCOE Public Contact Info

- SDCOE Credentials Office and Fingerprinting/Live Scan questions automated telephone public number

858-298-2194

- Applicants have menu sections to select from for information
- Applicant has ability to talk to a Credential Technician
- Please direct applicants to the SDCOE Credentials Website FIRST, prior to having them call our office

SDCOE Livescan Services

SDCOE Live Scan **Main Office** is open for appointments:

Tuesday/Wednesday/Thursday from 8 am. to 3 p.m.

Walk in service:

Mondays from 8 a.m. to 3 p.m. and Fridays 10 a.m. to 3 p.m.

NCREC Livescan – **San Marcos Office** is open for appointments:

Tuesday/Thursday from 8 a.m. to 3 p.m.

Walk in service:

Mondays from 8 a.m. to 3 p.m. and Fridays 10 a.m. to 3 p.m.

Check our [Fingerprint website](#) for information on additional closures.

SDCOE Credentials Services

- Credential Services accepts walk-ins.
- For credential services inquiries, please call us at 858-298-2194 or email us at sdcred@sdcoe.net
- Electronic transcripts acceptable if directly from College to sdcred@sdcoe.net
- We are accepting all applications via US Mail or County Truck Mail. SDCOE, 6401 Linda Vista Road, Room 104, San Diego, CA 92111

PROCESSING TIME IS APPROXIMATELY 2 WEEKS

Private SDCOE Credentials Contact info

Name	Phone#	E-mail
Casey Choate - Supervisor	858-295-6994	casey.choate@sdcoe.net
Vacant – Office Assistant II	858-295-6997	Vacant
Mario Castillo – Payroll	858-295-6984	mcastillo@sdcoe.net
Dawn Derouin - Fingerprinting	858-295-6991	dawn.derouin@sdcoe.net
Lillian Harvey - Custodian of Records	858-295-6983	lharvey@sdcoe.net
Jose Lopez – NCREC	760-307-1332	jose.lopez@sdcoe.net
Monica Robinson – Credential Analyst	858-295-6993	mrobinson@sdcoe.net
Katie Pacheco – Clearinghouse	858-295-6984	kaitlyn.pacheco@sdcoe.net

CTC Contacts

- **CTC Live Chat**..... CTC website/link to the Commission's "Contact Us" page (M - F 12:00 PM to 4:00 PM)
- **General**.....916-445-7254 Option 1 — (M - F 12:00 PM to 4:00 PM)
Email... credentials@ctc.ca.gov (response within 2 days)
- **Waivers**.....916-323-7136 (Employing Agency Only)
Email... Waivers@ctc.ca.gov
- **Certification, Assignment, Waivers Division** Fax.....916-327-3166
- **Division of Professional Practices (DPP)/Educator Misconduct**
916-322-4974 Opt. 2 - (M-F 12:30 PM to 4:30 PM)
Email... DPPinfo@ctc.ca.gov
- **SLMS** [Email...SLMS@ctc.ca.gov](mailto:SLMS@ctc.ca.gov) **SLMS** Msg. Line...916-323-7157

QUESTIONS, COMMENTS OR TOPICS

Thank you
for
attending!