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Summer 2023

Welcome to *Credentials Corner*!

In this issue of *Credentials Corner*, you'll find information about **new** California Commission on Teacher Credentialing (CTC) tools and resources, upcoming webinars, reminders, and events.

Credential and Live Scan Services
San Diego County Office of Education (SDCOE)

Credential Information

Declaration of Need for 2023-24 School Year

The deadline to submit the Declaration of Need form request for the upcoming school year is June 16. If we do not receive your Declaration of Need, we will not be able to process your applications for emergency type permits for the 2023-24 school year.

You may submit your school's Declaration of Need in one of the following ways:

- Submit CL-500 Declaration of Need form via email to credentials@ctc.ca.gov and copy mrobinson@sdcoe.net (recommended option)
- Submit the form as a hard copy to the SDCOE Credentials Office, Attn: Monica Robinson, 6401 Linda Vista Road, Room 104, San Diego, CA 92111
- Submit a copy of your form to SDCOE through mail to the address above or email, indicating it's the Declaration of Need form
- For guidance, see CTC's Declaration of Need guidance and updates notice.
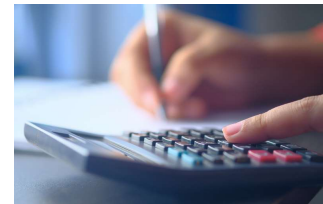
Arts and Music in School Web Resource Now Available

The Arts and Music in Schools — Funding Guarantee and Accountability Act was recently established by Proposition 28 with the purpose of providing annual funding to K-12 public schools to supplement arts education programs. Guidance on the proposition can be accessed on the CTC website.

New Calculator Tool for Basic Skills Requirement

The CTC has a new calculator tool available to assist in determining whether or not the Basic Skills Requirement has been met by an educator. This tool can be found on the Basic Skills Requirement Leaflet (CL-667).

New 41-4 Application Form — Web Based

The CTC has announced the launch of the Application Form 41-4 web form. The new form can be filled out electronically and will soon replace the Adobe PDF version of the 41-4 application. Please note that once this form is completed, it will generate a printable document that must be signed and submitted along with the supporting documentation and fees. For more information, see Credential Information Alert 23-03.

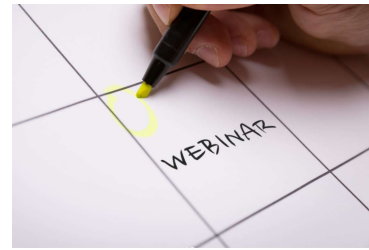## Upcoming

SDCOE Upcoming Monthly Webinars

SDCOE Upcoming Webinars:

- June 28: Supplemental and Added Authorizations

For prior webinars you may have missed, visit our Credentials Tools for District and School Leaders website.

California Statewide Assignment Accountability System (CalSAAS) Assignment Monitoring

The CalSAAS Assignment Monitoring for the 2022-23 school year is coming soon. We'll notify you as soon as it is open for users to access and work through the exceptions. Information and resources on CalSAAS is available on the CTC website. If district administrators or users in CalSAAS need to be updated due to staff changes, please complete the CalSAAS Account Request form. **Please note:** If you are a charter school, give your Charter Authority updates as they are the only ones authorized to update/change.

44th Annual Fall Conference — Credential Counselors and Analysts of California

The 2023 Credential Counselors and Analysts of California Fall Conference will be Nov. 7-9. Attendance is highly encouraged.

Registration information will be provided at a later date on the CCAC website.

Substitute Teacher Training Sessions

SDCOE Substitute Teacher Training gives substitutes useful information, classroom resources, and ideas. The cost is $25, and includes the substitute teacher manual and materials. Register here.
- Sept. 9: In Person
- Nov. 4: Virtual
- Feb. 3: In Person

Friendly Reminders

SDCOE Main Campus Under Construction

Credentials and Live Scan Services offices at our main campus in Linda Vista are beng affected by construction. Currently the m*ain entrance* has moved to the upper parking lot near Via Las Cumbres until further notice. Check the **Important Notices** section on the Credentialing website for potential closures.

Thank you for your understanding. Your patience is appreciated!

Education Omnibus Budget Trailer Bill for Substitute Teaching

The Education Omnibus Budget Trailer Bill that allowed flexibility with the extension of the number of cumulative days a substitute teacher can serve in the classroom for one teacher of record is sunsetting.

Effective July 1, the substitute service limitations for all holders of documents authorizing substitute teaching will be 30 days in a general education setting and 20 days in a special education setting. Substitutes may no longer serve for 60 cumulative days in either general or special education settings.

SDCOE Live Scan Services

Don't forget — both of our Live Scan facilities accept **walk-in service** for fingerprinting on the following days:

Main Campus/Linda Vista Road
- Mondays from 8 a.m. to 3 p.m.
- Fridays from 10 a.m. to 3 p.m.

North County/North County Regional Education Center
- Mondays from 8 a.m. to 3 p.m.
- Fridays from 10 a.m. to 3 p.m.

Book a fingerprint appointment online. Email our office with any questions.

Contact Us

San Diego County Office of Education
6401 Linda Vista Road, Room 104
San Diego, CA 92111
858-298-2194
Credential Services website

Credentials: We are accepting walk-ins Monday to Thursday from 8 a.m. to 3:30 p.m. and Fridays from 10 a.m. to 3:30 p.m. We are accepting applications via mail.

Live Scan Fingerprints: By appointment only. We accept walk-ins (as time permits) on Mondays from 8 a.m. to 3 p.m. and Fridays from 10 a.m. to 3 p.m. (please arrive by 2:30

North County Regional Education Center
255 Pico Avenue, Room 102
San Marcos, CA 92069
858-298-2194
Credential Services website

Credentials: We are accepting walk-ins Mondays from 8 a.m. to 3 p.m. and Fridays from 10 a.m. to 3 p.m. We are accepting applications via mail.

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p.m.) Please check the [important notices on the website](#) for closures.

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If you have any questions or comments about *Credentials Corner*, please email [Monica Robinson](#) or [Casey Choate](#) at SDCOE Credentials or call 858-298-2194. For credential tools and resources for district and school leaders, see the [Local Educational Agency Resources](#) at the SDCOE website.

Get up-to-the-minute information about what's happening at SDCOE and in our districts across the county.