

Credentials 101

Thursday, March 14, 2024

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CREDENTIALS TOOLBOX

- [CTC Website](#)
- [Credential Information Guide \(CIG\)](#)
- [Credential Leaflets](#)
- [Coded Correspondence](#)
- [Credential Information Alerts \(CIA's\)](#)
- [Administrator's Assignment Manual \(AAM\)](#)
- [SDCOE Credentials LEA Resources](#)
- [Credentials Corner Newsletter](#)
- [SDCOE Educator Pathways](#)



Resources

Credential Information Guide (CIG)

To access the CIG, do the following:

- 1) Type in the following link:

http://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

Resources

Credential Analyst Guides



Search



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Credential Information Guide

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CTC Links

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- Search for an Educator
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- CIG Events

Featured Topics

- CalSAAS Information
- Credential Analyst Guides
- Teaching Permit for Statutory Leave (TPSL) - Frequently Asked Questions

What's New

JUN
02
2020

Program Sponsor Variable Term Waiver

On April 23, 2020, the Commission approved the use of Variable Term Waivers (VTW) for individuals who have been impacted by the COVID-19 restrictions while they were participating in a Commission-approved educator preparation program. The option to request the Program Sponsor Variable Term Waivers (PS-VTW) was adopted for Commission-approved programs identified in Appendix A of the April 2020 Commission Agenda Item 3A and in the corresponding item insert. This option is most appropriate for any educator preparation program that has candidates who have clinical practice/fieldwork, coursework, examination, or performance assessment requirements that cannot be met due to the health and safety conditions related to COVID-19 between March 19, 2020 and September 1, 2020.

The Commission will begin accepting PS-VTW applications on June 1, 2020 for candidates who would have completed their preparation for a credential at the end of the spring term.

Unit Conversion Tool

Credential requirements are typically done by *semester units*. Use the [Unit Conversion Tool](#) available on the Credential Information Guide (CIG).

Convert Quarter to Semester Units

To convert quarter units to semester units, enter total number of quarter units and any semester units, and click *Calculate*

Quarter Units

Semester Units

Total Units

Total, as Semester Credits:

Resources

- Are you signed up to get the **CTC information via e-mail**?
 - **CTC News:**
<https://www.ctc.ca.gov/commission/newsletters/ctc-news>
 - **Certification Division News & Information:**
<https://www.ctc.ca.gov/commission/newsletters/cert-news>
 - **Assignment News:**
<https://www.ctc.ca.gov/commission/newsletters/assignment-monitoring-news-email-list>
- **Administrator's Assignment Manual (AAM)**- used by HR/Personnel Staff, credential technicians, and site administrators responsible for assigning teachers and other certificated employees.
- **Credential Guides in the CIG** – Subject Matter Auth Guideline Book, Supplementary Auth Guideline Book, Waiver Handbook, Child Development processing Guidebook, etc.
- Information on credentials issued, their authorizations, and options for employers. Assignment monitoring info and CalPADS course code guides.
- **CIG Charts** – Science, Math, Special Education, etc.

CTC Contacts

- **CTC General**.....916-445-7254 Option 1 – (M-F 12:00 PM to 4:00 PM)
Email... credentials@ctc.ca.gov (response within 1 - 2 days)
- **Assignments**....916-322-5038
Email: assignment@ctc.ca.gov
- **Waivers**.....916-323-7136 (Employing Agency Only)
Email... Waivers@ctc.ca.gov
- **CAW Fax**.....916-327-3166
- **Division of Professional Practices (DPP)/Educator Misconduct** 916-322-4974 Option 2 - (M-F 12:00 PM to 4:00 PM)
Email... DPPinfo@ctc.ca.gov
- **SLMS Email**... SLMS@ctc.ca.gov
- **SLMS Msg. Line**...916-323-7157

State SEID Lookup

- State Employee ID#

Educator Credentialing System (ECS) provides authorized users access to various tools, like the SEID Lookup.

- Look up SEID # using educators SS# and DOB or name
- Please email SEID@ctc.ca.gov if you would like to request access to system or have any questions.

[Login | ECS Tools \(ca.gov\)](#)

Multiple Subject

- Allows instruction in self-contained classroom in grades 12 and below, preschool, and adults
- Departmentalized reading
- Core settings (grades 5-8)
- Team teaching
- Regrouping

Single Subject

- Allows holder to teach in subject area(s) listed in a departmentalized setting in grades 12 and below, preschool, and adults
- 16 subject areas = Agriculture, Art, Business, English, Health Science, Home Economics, Industrial & Technology Education, Foundational-Level Math, Math, Science (Foundational-Level, Biological Sciences, Chemistry, Geosciences, Physics), Social Science, World Languages

Education Specialist

- Allows holder to provide special education services *within the disability authorized* by their credential authorization(s) in all settings. Disabilities:

Autism, Deaf-Blindness, Deafness, Hearing Impairment, Emotional Disturbance, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment

Issued in broad areas:

Mild/Moderate (M/M)	Visual Impairments (VI)
Moderate/Severe (M/S)	Physical and Health Impairments (PHI)
Deaf and Hard of Hearing (DHH)	Early Childhood in Special Education (ECSE)
Language & Academic Development (LAD)	

Resource Specialist – allows service across *all* disability areas.

Added Authorizations in Special Education (AASE)

Allows special education educators to earn additional authorization(s) to teach outside of their specialty area. Can serve as a stepping stone to earn the full specialty area. An AASE may be issued in specific subject areas:

Autism Spectrum Disorders	Orthopedic Impairment
Deaf-Blind	Other Health Impairment
Emotional Disturbance	Traumatic Brain Injury
Early Childhood Special Education	

The AASE remains valid as long as the prerequisite credential remains valid.

New Special Education Credentials

- **Mild to Moderate Support Needs (K – 22)**

- Adds Autism, Multiple Disabilities, Orthopedic Impairment, Traumatic Brain Injury

- **Extensive Support Needs (K – 22)**

- Adds Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Traumatic Brain Injury

- **Early Childhood Special Education (Birth - K)**

- Adds Orthopedic Impairment

- **Deaf and Hard of Hearing (Birth – 22)**

- **Visual Impairments (Birth – 22)**

Specialist Instruction

- Agriculture
- Early Childhood Education
- Gifted Education
- Health Science
- Mathematics Instructional Leadership
- Reading and Language Arts

Authorize the holder to develop and coordinate curriculum, develop programs, and deliver staff development for programs coordinated by school districts or county offices.

Career Technical Education/Vocational Education

- Authorizes the holder to teach in the subject(s) named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical, trade or vocational courses. There are **15** CTE sectors.

Agriculture & Natural Resources	Energy, Environment, and Utilities	Information and Communication Technology
Arts, Media, and Entertainment	Engineering and Architecture	Manufacturing and Product Development
Building and Construction Trades	Fashion and Interior Design	Marketing, Sales, and Services
Business and Finance	Health Science and Medical Terminology	Public Services
Education, Child Development, and Family Services	Hospitality, Tourism, and Recreation	Transportation

Single Subjects/CTE

- Agriculture
- Business
- Home Economics
- Industrial Arts (no longer initially issued)
- Industrial and Technology Education (ITE)

Adult Education

- Teach adults in the subject(s) listed on document
- Academic Subjects
 - ESL, Elementary and Secondary Basic Skills, English, Fine Arts, Life Science, Math, Physical Science, Social Sciences and World Languages
- Non-Academic Subjects
 - Arts, Health and Safety, Family Education, and Financial Literacy

Service Credentials

- Administrative
- Clinical Rehabilitative (Audiology, Orientation & Mobility)
- Pupil Personnel (School Counseling, School Social Work, School Psychology, School Child Welfare and Attendance)
- Speech-Language Pathology (Language, Speech & Hearing, Language, Speech & Hearing & Audiology & both w/Special Class Authorization)
- School Nurse
- Teacher Librarian (Special Class Authorization)

Teaching Permits

Employer driven documents that are valid for one year. Authorize the educator to be employed while completing requirements for their prospective credentials.

- [Provisional Internship Permit \(PIP\)](#)
- [Short Term Staff Permit \(STSP\)](#)
- Limited Assignment Permits
 - [General Education \(GELAP\)](#)
 - [Special Education \(SELAP\)](#)

Sub Permits

- *Emergency 30-Day Sub Permit – CBEST Waiver* (employment restricted)
- *Prospective Sub Permit* (90 units/currently enrolled in CA College)
- *Emergency 30-Day Sub Permit* (BA or higher)

Sub teach for 30 days in general education & 20 days in special education

- *Career Sub Permit* (60 days general education & 20 days in special education)
- *Teaching Permit Statutory Leave* – can day to day sub teach or cover a statutory leave (unlimited number of days if in area on TPSL)

Emergency Permits

Employer driven documents that are valid for one year. Authorize the educator to provide same service as a full teaching credential in that permit area.

May be renewed a maximum of two times, authorizing a maximum of three years of service.

Emergency Cross Cultural, Language and Academic Development

Emergency Resource Specialist (RSP)

Emergency Bilingual Authorization

Emergency Teacher Librarian

In order to employ an individual on an emergency permit, the Employing agency must have a valid [Declaration of Need](#) (DON) on file with CTC. The DON is employer's proof to the CTC that there is a need to hire a teacher who does not hold a credential.

Online Recommendation Applications

Employers have ability to complete Emergency type documents via CTC online

- Approval Process required in order to become an authorized designee and/or submitter
- In the near future, applications will need to be submitted online by employing agencies, no paper applications will be accepted.
- We strongly encourage that you begin this process

[Online Recommends Webinar Video](#)

[Online Recommends PPT](#)

[CTC Online Recommends Training Webinar](#)

Emergency Documents available via CTC Online:

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

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

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

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

Emergency Permits Require a DON

- [Declaration of Need for Fully Qualified Educators](#) (DON). Anticipated/Estimated number of Emergency Permits and Limited assignment permits for school year
- Emergency or Limited Assignment Permits, etc. **cannot** be processed without a DON on file
- Please submit your DON form and board agenda item as soon as you are able

Variable Term Waivers

The [Variable Term Waiver](#) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. It allows the employer to fill the assignment while searching for a fully credentialed teacher in the subject area of the assignment and gives the waiver holder additional time to complete requirements.

Application must include:

- WV1 application with all supporting documents

- Must have fingerprint clearance/Certificate of Clearance

- Fully credentialed applicants - **Free**

- Non-credentialed applicants - **\$100 money order to CTC**

Short Term Waivers

The Short-Term Waiver gives local employing agencies the ability to cover unanticipated, immediate and short-term needs. The waiver allows employers to assign teachers who hold a basic credential to teach outside of their credential authorization for ***one semester or less with the teachers' consent.***

May be issued once to any individual teacher and only once for a given class.

Local approval by County Office of Education.

Send to your local County Office of Education (NOT CTC). No fee.

Local Approval of Short-Term Waiver form to be kept on file in the district and copy forwarded to the County Office of Education since it is included in annual assignment monitoring.

Child Development

Authorizes caring for children, providing instruction, coordinating curriculum, staff development, etc. depending on the level

6 types of levels

- Assistant
- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor
- Program Director

Priority for Assignment

Credential Authorization **FIRST**

1. Credential – Professional, Clear, Preliminary (Subject Area, Subject Matter Authorization or Supplementary Authorization)
2. Internship Credential (University or District)
3. General Education Limited Assignment (GELA) *OR* Special Education Limited Assignment (SELA)
4. Short Term Staff Permit (STSP) *OR* Provisional Internship Permit (PIP) *OR* Emergency Permit
5. Assignment Option – Committee on Assignments, 9/18, 6/12
6. Waivers - Short Term Waiver *OR* Variable Term Waiver –
Last resort

Fingerprint Basics



Fingerprints 101

Why are fingerprints required:

- Education Code sections 44340 and 44341 requires educators who seek a document (background) clearance from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Educator **MUST** have a Social Security Number (SSN) or Individual Taxpayer Identification # (ITIN)

When are fingerprints required:

- Prior to the Commission's issuance of the educator's first permit or certificate;
- If all the educator's documents have been expired 18 months or longer;
- Or when required by CTC or by the employer

Fingerprints/Livescan

- **Certificated First Time applicant** – The educator must complete the 41-LS. Examples: Sub permits, Out of State Credential holders, Child Development Permits
- **Clearinghouse LiveScan Request Form (DOJ Only)** – Prints cover employment in San Diego County Public Schools. Also used for Classified or Certificated employees
- **Clearinghouse LiveScan Request Form (DOJ & FBI)** – Prints cover employment in SD County Public Schools and Federal Bureau of Investigation (FBI) results reflect any criminal offenses in the United States including federal offenses. If you are hiring applicants coming from out of state or who have worked for a federal agency, it is suggested you print for both DOJ and FBI prior to employment

Fingerprint Information

- Fingerprint process must be repeated when:
 - ✓ Individual has NOT held a valid document for eighteen months or more
 - ✓ Certificate of Clearance or Activity Supervisor Clearance Certificate is expired for eighteen months or more, provided no other valid documents are held
 - ✓ Fingerprint clearance is on file, but no subsequent application for a document has been submitted in eighteen months or more
- Why the resubmission of Fingerprints???
- ✓ Re-establish subsequent arrest reporting by the DOJ
- ✓ Trigger another check by the FBI for arrests outside of California

Certificate of Clearance

Effective January 1, 2017, Assembly Bill 1918 requires a Certificate of Clearance (COC) on file at the Commission on Teacher Credentialing prior to the activation of any Temporary County Certificate (TCC)

Once Certificate of Clearance is granted, applicant will have a \$50 fee credit by submitting a copy of the Certificate of Clearance (COC) and obtain the ***Temporary County Certificate***

Certificate of Clearance

The Certificate of Clearance provides NO authorization to provide instruction or services in schools.

Who must obtain a C of C?

- If you need a Temporary County Certificate (TCC)
- If you are enrolled in a CA educator prep program, prior to beginning participating in public school-based experiences (ex. Student teaching or practicum)
- If you are applying for a Variable Term Waiver and you have NOT received fingerprint clearance from the CTC
- IF required by your COE, employer or program sponsor
 - Individuals using alternative route to provide Speech and Language Services (AB466/EC44831)

Certificate of Clearance

How do you obtain a C of C?

- Applicant completes fingerprint process ([41-LS](#))
- Applicant navigates to CTC Online Services Educator Login page to apply for the document and submit credit card payment and transaction fee of \$52.65
- Certificates of Clearance are valid for FIVE years
- A Certificate of Clearance does **NOT** mean the individual has employment print clearance
- [Video and instructions](#)

Clearinghouse Record Reviewers

There must be an identified Record Reviewer for each agency who will receive notifications of criminal activity

- SDCOE can only release Criminal Offense Record Information (CORI) to the Record Reviewer
- We can release information to the Record Reviewer only via phone or you can come to our office to view the CORI

Application Fees

- Paper Application = \$100
- Online Recommendation or Renewal = \$102.65
- Fingerprint processing fee for out of state FD-258 Fingerprint cards = \$49
- Certificate of Clearance (online) = \$102.65
- Fee Credit (1/2 of the application fee)
- Military Spouse Fee Waiver

More fee information is available in Leaflet [CL-659](#)

If submitting via SDCOE Credentials office:
Fee must be payable by Money Order or Cashier's Check

Application Processing

Common Application Errors:

- Manual corrections such as ***white out, strike out*** or **cross out**
- More than one document type is selected
- Form is incomplete
- Employer driven documents do not have necessary portions of forms completed
- Signatures on application or supporting documentation are not acceptable (must be original or acceptable electronic signatures)

Application Processing

Common Application Errors:

- Social Security Number/Date Of Birth

OR

First Name/Last Name do NOT match Educator Profile

- Compare the name listed on the Educator Profile to the name written on the 41-4
- New application and Form 41-NC must be submitted to verify or correct discrepancy

Application Processing

- Applications submitted by an LEA or program sponsor, must request an **issuance date** in the file box. IHE/County/District/Charter/LEA name, HR/Credential Technician name and contact email address must be complete.

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE
(For Privacy Act Notification see [Application Instructions](#))

Mail application and payment (check or money order) to:
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, California 95811-4213

Appeal:
Route to:

Commission Use Only: Fee Information		
APP <input type="text"/>	FP <input type="text"/>	Other <input type="text"/>

1. PERSONAL INFORMATION (type or print)

Social Security or Individual Tax ID Number: <input type="text"/>	Date of Birth: (mm/dd/yyyy) <input type="text"/>
Applicant's Name: <input type="text"/>	

FILE BOX

CTC Use Only

IHE/County/District Use Only

Issuance Date:

Email Address:

90 Day Rule

Application Processing

Required Information:

1. Social Security OR ITIN
2. Date of Birth
3. Full current legal name
4. Mailing address
5. Email address

1. PERSONAL INFORMATION (type or print)		CTC Use Only	Email: <input type="text"/>
1 →	*Social Security or Individual Tax Identification Number: <input type="text"/>	2 →	*Date of Birth: (mm/dd/yyyy) <input type="text"/>
3 →	*My Full Legal Name: <input type="text"/> <input type="text"/> <input type="text"/> <small>First Middle Last</small>		
	All Former/Maiden Name(s): <input type="text"/>	County/District of Employment (CA only): <input type="text"/>	
4 →	*Address: <input type="text"/>		
	*City: <input type="text"/>	*State: <input type="text"/>	*Zip: <input type="text"/>
	Home Phone: <input type="text"/>	Work Phone: <input type="text"/>	Mobile Phone: <input type="text"/>
5 →	*Email Address: <input type="text"/>		

Application Processing

- This section should be completed when an application is filed by an employing agency, not by the educator. The Employing agency must complete this section along with the File box on page 1 of the 41-4 Application.

7. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code

School District CDS Code

School CDS

Charter School/Non-Public School or Agency/Statewide Agency Name

Applications for One-Year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Application Processing

Determining Issuance Dates

- The law allows COE's, employing districts, LEA's and non-public schools, or agencies certified by the CA Dept. of Ed and IHE's to determine the issuance date of a credential or Permit (Title 5, Section 80440(a))
 - All requirements for credential/permit must be met **prior** to the issuance date. This includes all coursework, exams, experience and renewal requirements, as well as a completed credential application and fees

Renewals

- Renewals are completed by educator online via educator account when possible
- Granted online recommendations/renewals are usually completed within 5 to 10 business days

Online Renewal Process online for:

- Clear Credentials
- Level II Credentials
- Professional Credentials
- 30 Day Emergency Substitute Permits
- Child Development Permits (Teacher, Master Teacher, Site Supervisor, Program Director)

Renew and pay online via credit card at www.ctc.ca.gov

Renewals

Preliminary Credentials are **NOT** renewable online.

These documents need to be CLEARED in order to be reissued.

Renewal requirements must be met in order to upgrade from a Preliminary to a Clear.

Common Renewal Requirements for Upgrade:

- Induction Program
- English Learner Authorization

Renewals – Lapse of Time

- No penalty for renewing lapsed credentials or permits
- Educator with lapsed credential or permit is NOT authorized to work in a certificated position
- If document has lapsed for over 18 months, a **new live scan** is required
- If the document is a CLEAR, employer must submit a [CL-224](#) Validation of Service Form for time worked prior to renewal

SAVE THE DATE!

Credential Counselors & Analysts of California (CCAC) 45th Annual Conference 2024

When: November 6 – 8, 2024

Where: Sacramento, CA

[Registration](#) opens August 2024

QUESTIONS OR COMMENTS

THANK YOU FOR
ATTENDING!