

SHARE:

[Join Our Email List](#)[View as Webpage](#)

CREDENTIALS CORNER

Credentials and Live Scan Bulletin

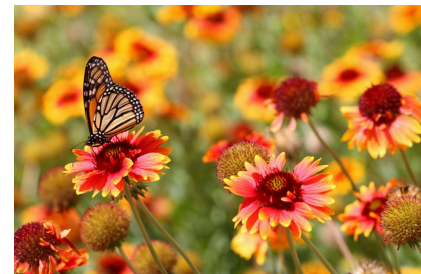
Spring 2024

Welcome to *Credentials Corner*!

In this issue of *Credentials Corner*, you'll find information about the PK-3 Early Childhood Education credential, electronic transcripts, webinar, job fair, and more.

We are excited that springtime is here because of the longer days and warmer weather. Also, spring gives us an opportunity for new focus, new starts, and new results.

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



Credential Information

Adding a PK-3 Early Childhood Education Credential for Existing Credential Holders

Effective April 1, 2024, educators who already hold valid Multiple Subject teaching credentials with an English Learner authorization can apply for an additional credential

authorization without completing a separate teacher preparation program.

Educators must submit the following:

- 1) [41-4 Application form](#)
- 2) Official transcripts reflecting *one* of the following:
 - a) a bachelor's or higher degree in **Child Development, ECE, or related field**
 - OR**
 - b) Completion of 24 semester units or 36 quarter units in Child Development or ECE
- 3) \$100 money order or cashier's check payable to the CTC
- 4) [Temporary County Certificate Form](#) (A120)

For more information, see [Credential Leaflet cl-911](#).

As a reminder, there are currently no approved PK-3 Early Childhood Education Specialist Credential programs. Once programs are approved, we will keep you posted.

Changes to Official Electronic Transcripts Submission

The CTC will now accept electronic versions of official transcripts (e-transcripts) submitted directly from applicants. However, submission of the following is unacceptable: unofficial transcripts, scanned copies of paper transcripts, internet PDF printouts, and student grade reports.

For more information, see [Credential Information Alert 24-02](#)

Credential Tools for Districts and School Leaders



The SDCOE Credentials team has resources on our website to help you be successful in the world of credentials. You will find helpful links, webinars, and past issues of *Credentials Corner*.

If you would like us to display something, please email the [Credentials Department](#)

Upcoming

CTC Certification Office Hours

The California Commission on Teacher Credentialing's Certification division, together with the Assignments unit, will present an office hour to answer certification and assignment questions on Wednesday, April 24, from 10:30 a.m. to noon.

[Click here to submit questions](#). Questions submitted in advance will be answered first, followed by those asked during the hour. [Click here to join](#).



SDCOE Credentials Webinar

The Credentials team invites you to attend a webinar on Tuesday, April 23, from 9 to 10 a.m. This webinar provides the Declaration of Need process. Registration is not required. Join us via this [Zoom link](#).

SDCOE Careers in Education Job Fair 2024



This event includes districts, charter schools, and agencies across San Diego County that are hiring for teaching and non-teaching positions.

April 20

Liberty Station Conference Center
2600 Laning Road
San Diego, CA 92106

Questions? Email: [Educator Pathways](#).

Educators may register for one of two time slots: [8:30 to 10 a.m.](#) or [10 to 11:30 a.m.](#)

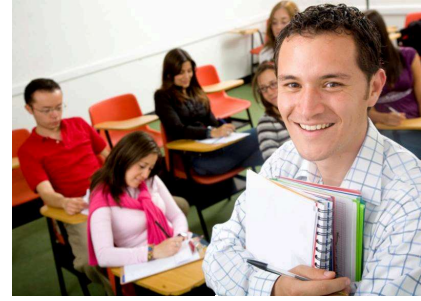


45th Annual Fall Conference — Credential Counselors and Analysts of California

The 2024 [Credential Counselors and Analysts of California](#) Fall Conference will be Nov. 6 to 8. in Sacramento, CA. Registration information will be provided at a later date.

Substitute Teacher Training

SDCOE Substitute Teacher Training gives substitutes useful information, classroom resources, and ideas. The cost is \$25, and includes the substitute teacher manual and materials. Next session: Sept. 7, in person, at PLNU Mission Valley Campus. [Register now](#).



Friendly Reminders

Declaration of Need 2024-25

The deadline to submit the Declaration of Need form request for the upcoming school year is June 21. If we do not receive your Declaration of Need, we will not be able to process your applications for **emergency type permits** for the 2024-25 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](#).

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 and Friday from 10 a.m. to 3:30 p.m. and Tuesday to Thursday from 8 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 10 a.m. to 3 p.m. and Fridays from 10 a.m. to 3 p.m. (please arrive by 2:30 p.m.) Please check the [important notices on the website](#) for closures.

North County Regional Education Center

255 Pico Avenue, Room 102
San Marcos, CA 92069
858-298-2194

[Credential Services website](#)

Credentials: Walk-ins: Mondays from 8 a.m. to 3 p.m. and Fridays from 10 a.m. to 3 p.m. Tuesday and Thursdays by appointment only. We are accepting applications via mail.

Live Scan Fingerprints: By appointment only. We accept walk-ins (as time permits), on Mondays from 10 a.m. to 3 p.m. and Friday from 10 a.m. to 3 p.m. (please arrive by 2:30 p.m.) Please check the [important notices on the website](#) for closures.

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.

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

