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Action

Credentialing and Certificated Assignments Committee

Proposed Addition to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

AGENDA INSERT

Executive Summary: This item presents a proposed addition to Title 5 of the California Code of Regulations to consolidate regulations listing items required for submission of a complete paper application to the Commission. This includes materials needed for both the Certification and Professional Practices Divisions.

Recommended Action: Staff recommends that the Commission approve the proposed regulations for the purpose of beginning the rulemaking file for submission to the Office of Administrative Law and scheduling a public hearing.

Presenters: David Crable, Program Analyst, Certification Division

Strategic Plan Goal

I. Educator Quality

- ◆ Develop, maintain, and promote high quality authentic, consistent educator assessments and examinations that support development and certification of educators who have demonstrated the capacity to be effective practitioners.

Proposed Addition to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

Introduction

This agenda insert provides updates to the proposed addition of §80002 to Title 5 of the California Code of Regulations (CCR) pertaining to a complete paper application packet.

Background

Upon further review of the proposed regulations by Commission staff, it was determined that additional language is required to clarify several issues and to add the “Note” section. Explanations for the additional proposed language are provided below.

Summary of Proposed Regulations

§80002

Title: Proposes the addition of the word “Paper” to the title of the section to clarify that the section is related to paper application packets, not applications submitted electronically via the online renewal and online recommendation.

Introduction: Proposes the addition of an introductory paragraph to clarify that the entire section is related to the requirements for a complete paper application packet.

(a): Proposes changing “complete” to “completed” and the word “form” following “application” (in two places) to clarify that the subsection prefaces the list of information that must be provided on the application form by the applicant.

(c): Proposes additional language to clarify that the Commission must receive from the Department of Justice a criminal history record response related to an applicant’s fingerprint information before a paper application packet will be considered “complete.”

(f)(2): Proposes changing subsection (f)(2) to (g) as the language provides information related to the processing time for an application packet statutorily allotted to the Commission.

(g)(1): Proposed new subsection to define the term “processing time.”

(g): Proposes changing subsection (g) to (g)(2) due to changing subsection (f)(2) to (g) and the addition of subsection (g)(1) as explained above.

Note: Proposes the addition of the Note section to provide the Authority and Reference citations related to the proposed regulations.

The suggested modifications 5 CCR §80002 are provided below with the deleted text in ~~double strike through~~ and the new proposed text in double underline.

**CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

§80002 Complete Paper Application Packet.

This section clarifies the requirements for a complete paper application packet.

(a) Each applicant for a credential not available for online renewal or online recommendation must submit a paper application form as defined in section 80001(a)(2). Only a completed application form for certification will be processed by the Commission. A completed application form must include the following:

(1) full legal name, including all former or maiden names;

(2) date of birth;

(3) Social Security Number:

(A) any applicant that does not possess a Social Security Number may include an Individual Tax Identification Number as an alternative;

(4) current mailing address, including either a post office box or street address, city, state, and zip code;

(5) California county and school district where employed, as applicable:

(A) every person applying for or holding a credential must notify the Commission in writing of any change to his or her county and/or school district of employment;

(B) applicants not currently employed in a California school may indicate "Not Applicable;"

(6) telephone number;

(7) applicant's email address;

(8) the type of credential, permit, or authorization sought;

- (A) applicants seeking the issuance or reissuance of more than one type of credential or permit must submit a separate application form and application fee for each type of credential or permit;
- (B) if more than one specific type of credential or permit is requested on one application form, the Commission will evaluate the application for the first type of document selected on the application form. Applicants will be sent a letter advising that each additional document sought requires the submission of a separate application, application fee, and supporting materials; and
- (9) Oath and Affidavit section dated and signed under penalty of perjury, including the county and state where the application is signed.
- (b) Each application form must be accompanied by the appropriate application fee as specified in section 80487.
- (c) A criminal history record response from the fingerprint information ~~as~~ specified in section 80442(a) and (c) must be received from the Department of Justice.
- (d) Appropriate documentation to verify the applicant's academic qualifications for the credential, permit, or authorization requested and professional fitness. This includes, but is not limited to:
- (1) official transcripts, if required, as specified in section 80435, and
- (2) disclosures of information required in explanation of any professional fitness question with a "Yes" answer on the application form.
- (e) Only complete applications for credentials will be processed by the Commission, as specified in section 80443(a)(2).
- (1) Application forms missing any of the items listed in subsections (a)(1) through (a)(3)(A) and subsection (b) will be deemed incomplete and will not be entered into an applicant's file in the Commission database.
- (2) Application forms missing any of the items listed in subsections (a)(4) through (a)(9) will be returned subsequent to academic evaluation requesting the additional information needed for a complete application.
- (f) The Commission will notify an applicant regarding any additional documentation required for evaluation not initially submitted with the application.

(1) Application fees remain valid for sixty (60) days from the date of the notice to allow an applicant time to provide the requested additional documentation as specified in section 80487(e).

(~~2~~g)The processing time of fifty (50) business days for paper applications found in Education Code section 44350 in cases pursuant to subsection (f)(1) will commence upon receipt of the resubmitted complete application as specified in section 80443(a)(1).

(1) Processing time is the time necessary for the Commission to determine an applicant's eligibility for the document requested.

(~~2~~)The fifty (50) business day processing time for paper applications is not applicable when an application is subject to a fitness review by the Commission.

(h) Application fees are earned upon receipt of the application and may not be refunded or applied to a subsequent application as specified in section 80487(b).

(i) Every person applying for or holding a credential shall notify the Commission in writing, or by updating the educator's electronic record at the Commission, of any change to the information provided pursuant to 80002(a)(4) or (5) or (7).

Note: Authority cited: Section 44225, Education Code. Reference: Section 291, Penal Code; Section 1798.24, Civil Code; Sections 44230, 44235, 44330, 44339, 44340, 44346.5, 44350, Education Code; and Section 552, United States Code.

Recommendation

Staff recommends approval of the proposed additions to Title 5 of the California Code of Regulations in order to schedule a public hearing following the required 45-day response period.