

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET

SACRAMENTO 95814

Telephone (916) 445-0184



January 12, 1979

78-7930

TO: County and District Superintendents of Schools

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Temporary County Certificate Application Form

Education Code Section 44330 provides for the registration of any valid certification or other document which authorizes service in your county. Further, Education Code Section 44332 provides for issuance of temporary county certificates which provide authorization for salary payments for candidates whose application for a credential, certificate, or permit is being processed by the Commission for Teacher Preparation and Licensing.

In order to standardize the processing of the Temporary County Certificate, and to discourage misuse, the Commission has adopted California Administrative Code (Title 5) Regulations, Section 80025.1 as follows:

"80025.1. Temporary County Certificate. An application for a Temporary County Certificate shall be made on an application provided by the Commission for Teacher Preparation and Licensing. It is to be used when dates of employment are known, if the candidate's salary is being withheld because a credential has not yet been filed in the county and/or district office. The completed Temporary County Certificate application may serve the district or county as the Temporary County Certificate."

This regulation provides for the use of an application form provided by the Commission for Teacher Preparation and Licensing. The enclosed application form is provided for this purpose. You may duplicate and use in accordance with the regulation and your policy.

You will notice that the information sought needs to be provided by both the employee and employer. The employee is provided guidelines which describe conditions which would deny the candidate the use of the Temporary County Certificate. The employer also has an important role in the process.

When a Temporary County Certificate is needed it may be helpful to complete the form in triplicate: one copy to be retained by the employer, one sent with the application for a credential (or later if the application has already been sent to the Commission for Teacher Preparation and Licensing), and one retained by the County office. The copy sent with the application for a credential will signal the need for priority processing of the application.

Since the application form itself was not specified in California Administrative Code (Title 5), it can be revised from time to time to reflect needs and changes to procedures. During the next year I hope you will let us know of your experience with this form to assist us in considering any needs for revision.

Encls.

APPLICATION FOR  
TEMPORARY COUNTY CERTIFICATE

REQUEST - (To be completed by applicant.)

NAME: \_\_\_\_\_  
Last First Middle

ALL FORMER NAMES: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
Street & No. City State Zip

NAME OF CREDENTIAL BEING APPLIED FOR: \_\_\_\_\_  
Filed through one of the following: / / CTPL Direct / / College / / County / / District  
/ / Regular / / Emergency  
/ / New / / Renewal

EMPLOYEE AFFIDAVIT - Not to be completed by applicant if any of the following apply:

- (1) The fitness of applicant to hold this credential or any credential is currently under review by the Committee of Credentials.
- (2) Applicant has an appeal currently pending from prior denial of this credential by the Commission or Committee of Credentials.
- (3) Applicant's credentials are currently under disciplinary suspension or revocation.
- (4) Applicant is aware he does not meet minimum requirements for credential sought.

"I certify (or affirm) under penalty of perjury that I have provided true and accurate statements of all facts relating to my professional and personal qualifications for the performance of service requiring certification; and that I have submitted my complete application for Credential Authorizing Public School Service to the Commission for Teacher Preparation and Licensing together with the required fee. I am aware that such application may be denied on any of the grounds provided by Education Code Section 44345 or 44346 quoted on reverse side, but to the best of my knowledge no reason exists why I should not be issued this certificate or permit."

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER AFFIDAVIT - (To be completed by employing official.)

I Certify (or affirm) under penalty of perjury that I have made diligent inquiry into the qualifications and fitness of this applicant, and based upon his/her statements and documents which I believe to be true and accurate, I have determined that he/she has all qualifications required by law for the performance of service requiring certification except actual possession of a certificate, and further, that he/she has submitted to the Commission for Teacher Preparation and Licensing his/her complete application for a Credential Authorizing Public School Service, together with the required fee.

Based upon such information and belief, and by authority of my office and Section 44332 of the Education Code, I hereby authorize issuance of a temporary certificate for the purpose of authorizing salary payments to this applicant for his/her services to be performed pending issuance of a regular certificate.

\_\_\_\_\_  
Authorizing Officer School District  
\_\_\_\_\_  
Title County

CERTIFICATE - (To be completed by County Superintendent.)

This is to certify that a temporary \_\_\_\_\_ certificate is issued to the person named above under the authority of Section 44332 of the Education Code.

This certificate is valid for service in the schools of this county from \_\_\_\_\_ to \_\_\_\_\_ or until the credential applied for is either granted or denied by the Commission for Teacher Preparation and Licensing, or the application is withdrawn by the applicant.

SIGNATURE: \_\_\_\_\_  
County Superintendent

PRIORITY REQUEST

The submission of a copy of this form constitutes a request for priority service if such action is deemed necessary.  
NOTE: this form does not constitute an application for a credential nor is it a statement of need for emergency certification.

EXCERPTS FROM THE EDUCATION CODE

"44345. Denial of application. The commission may deny any application for the issuance of a credential or for the renewal of a credential made by any applicant who:

- (a) Lacks the qualifications which are prescribed by law or regulations adopted by the commission pursuant thereto.
- (b) Is physically so disabled as to be rendered unfit to perform the duties authorized by the credential for which he applies.
- (c) Is addicted to the use of intoxicating beverages to excess.
- (d) Is addicted to the use of narcotics or habit-forming drugs.
- (e) Has committed any act involving moral turpitude.
- (f) Has had a certification document revoked.
- (g) Has intentionally practiced or attempted to practice any material deception or fraud in his application.
- (h) Fails or refuses to furnish reasonable evidence of identification or good moral character.
- (i) Has been convicted of any offense defined in subdivision 1 of Section 314 of the Penal Code prior to September 7, 1955."

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"44346. Further grounds for denial. (a) The commission shall deny any application for the issuance of a credential or for the renewal of a credential made by any applicant who comes within any of the following classes:

- (1) Has been determined to be a sexual psychopath under the provisions of Article 1 (commencing with Section 6300), Chapter 2, Part 2, Division 6 of the Welfare and Institutions Code or under similar provisions of law of any other state.
  - (2) Has been convicted of any sex offense as defined in Section 44010.
  - (3) Has been convicted of a narcotics offense as defined in Section 44011.
- (b) Notwithstanding paragraphs (2) and (3) of subdivision (a), no person shall be denied a credential solely on the basis that he has been convicted of a crime specified in paragraphs (2) and (3) of subdivision (a) if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code, and if his probation has been terminated and the information or accusation has been dismissed pursuant to Section 1203.4 of the Penal Code."