

COMMISSION ON TEACHER CREDENTIALING

1020 O STREET
SACRAMENTO, CA 95814
(916)445-0233



June 17, 1986

85-8625

TO: County Superintendents of Schools and County Credential Analysts

FROM: Sanford L. Huddy, *[Signature]* Coordinator of Licensing and Professional Development

SUBJECT: Adding A County To A 30-Day Substitute Emergency Credential

In Credential Handbook Update #9 (page VII-A-8), which was mailed in April, we announced that the restriction on a 30-day Substitute Emergency Credential may include more than one county. This change made 30-day Subs correspond with all other credentials that have service restrictions. However, since 30-day Subs can be issued by the county office as well as by the Commission, there are a few things that we want to clarify.

1. If an applicant for a substitute credential wants to serve in two counties, encourage him or her to apply for both authorizations at the same time, using only one application form and one \$40 fee. The application will have to include a statement of need from each county to be listed on the document.
2. If a substitute teacher from another county wants to add your county to that credential, we need
 - a. a cover letter asking for the added authorization,
 - b. the original credential document,
 - c. \$20, and
 - d. a statement of need from you.

The issuance and expiration date of the new document will be the same as on the previous document. The only difference will be that your county will also be listed in the restriction.

Please check the original document carefully. If it was based on 90 semester hours, you must include your own declaration of insufficiency and factual report. If the applicant has completed a bachelor's degree since getting the 90 semester hour 30-day substitute credential, you must submit a complete application and \$40 for the new credential based on the bachelor's degree. If the original credential was based on a CBEST waiver, the teacher must have passed CBEST at the first opportunity or the document is no longer valid. If you can enclose the CBEST verification transcript, we can add your county to the document.

3. If a substitute teacher from another county wants to add your county and the original application is still in the Commission office, send the \$20 and the new statement of need, and in your cover letter ask us to match to the application in house. The same cautions apply as in two (2) above.
4. The county-issued 41-SUB documents may have two counties listed, but, to do that, you must have the signatures of both superintendents on the form. You and the other county will have to arrange to have a complete set of records on file in both offices. CTC still gets the original of the 41-SUB and the applicant still gets the third copy.

DO NOT, UNDER ANY CIRCUMSTANCES, ADD A COUNTY TO AN ALREADY-PREPARED 41-SUB DOCUMENT. Never fill out a 41-SUB for less than the full \$40 fee. If a teacher working on a 41-SUB wants to add another county, return the applicant's copy of the 41-SUB to the Commission with the \$20 fee, new statement of need, and cover letter, and we will prepare the document with both counties listed on it.

5. It is still acceptable to apply for two or more 30-day Substitute Emergency Credentials for separate counties using separate application forms and \$40 fees. This has the advantage of providing a "county copy" of the document for each county employing the substitute teacher; when we list two counties the "county copy" will go to the county filing the application or the county listed first on the document. A letter sent with the document will advise the teacher to be sure the document is properly registered in each county listed.

If you have any questions, please contact our Information Services Office.