

COMMISSION ON TEACHER CREDENTIALING

1812, 9TH STREET
SACRAMENTO, CA 94244-2700

OFFICE OF THE EXECUTIVE SECRETARY

September 29, 1989

89-8926

TO: County Superintendents and Credential Analysts and All
Individuals and Groups Interested in the Activities of the
Commission on Teacher Credentialing

FROM:  Philip A. Fitch, Ed. D., Executive Secretary

SUBJECT: 30-Day Substitute Emergency Credential Renewals

In May, 1982, county offices of education were given the authority to issue renewals of 30-Day Substitute Emergency Credentials (using form 41-SUB) to individuals who previously held a 30-Day Substitute Emergency Credential. The credential technician at the county office has the applicant complete the 41-SUB form which is divided into two parts in order for it to serve both as an application form and a credential document. The county superintendent signs the form and the credential technician fills in the dates of service. The original 41-SUB form is then submitted to the Commission office along with verification of a bachelor's or higher degree and passage of the California Basic Educational Skills Test (CBEST). The county office retains a copy of the 41-SUB form for its records and the applicant is also given a copy which serves as the credential document.

The Commission is in the process of automating the licensing function and as part of this conversion from the manual operation, we will be introducing a generic computer generated credential document on January 1, 1990. The new document will have the authorization and renewal information specific to each applicant's credential printed on its face and they will be numbered sequentially by the computer. Due to these changes, the 41-SUB procedure will end on December 31, 1989. It will no longer be possible for the counties to create a look-alike document. As soon as the Commission has the ability to produce a generic document, much of the convenience the counties enjoyed by processing the documents will no longer be an issue since the computerization will improve the Commission's turn-around time.

The Commission wishes to express its appreciation to the credential technicians at the county offices who have participated in the 41-SUB procedure through the years. Without your continued support and attention to detail we never could have maintained the procedure.