



CODED CORRESPONDENCE

DATE: September 14, 2007	NUMBER: 07-13
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing
SUBJECT: Application Processing and Submission Timelines	

Summary:

Assembly Bill (AB) 469 (Chap. 133, Stats. 2007), which was signed by the Governor on July 27, 2007 which amended Education Code section 44350 pertaining to application processing and submission timelines. Effective January 1, 2008, all applications with an issuance date of January 1, 2008 or later must be submitted within three months of the requested issuance date and processed by the Commission within 50 business days of submission. This correspondence explains the provisions of AB 469.

Key Provisions:

Application Processing Timeline

AB 469 requires the Commission to process an application packet within 50 business days of receipt. This is a reduction of the previous regulatory mandate of 75 working days. This new timeline pertains to all applications, whether submitted online or by paper through the U.S. mail. The only exceptions to the 50 day processing timeline are applications submitted by individuals who must undergo a Commission fitness review (fingerprint clearance).

Submission Timeline

Another provision of AB 469 requires school districts, county offices of education, nonpublic schools, charter schools, colleges or universities to submit application packets to the Commission no more than three months after the requested issuance date for the document. This is a reduction of the previous four month timeline. This provision of AB 469 pertains to all applications, submitted online or through the U.S. mail, regardless of whether the application is accompanied by fingerprint cards. A document for applications received more than three months after the requested issuance date will be issued effective the date the application is received at the Commission provided all requirements for the document have been met.

Important Dates:

The provisions of AB 469 take effect on documents with an issuance date of January 1, 2008. Applications submitted to the Commission with a requested issuance date prior to January 1, 2008, will not be subject to the new submission timeline outlined in AB 469.

Background:

Prior to the passage of AB 469, the Commission had 75 working days to process an application packet. Effective January 1, 2008, the timeline allotted to the Commission for the processing of an application packet will be reduced by 25 days. In addition, school districts, county offices of education, nonpublic schools, colleges and universities had four months, from the requested issuance date for a document, in which to submit an application to the Commission for processing and 45 working days for an application accompanied by fingerprint cards. Under AB 469, **all** application packets with an issuance date of January 1, 2008 or later must be submitted to the Commission for processing within three months of the requested issuance date.

Source:

Education Code section 44350

References:

AB 469 (Chap. 133, Stats 2007) – http://www.leginfo.ca.gov/pub/07-08/bill/asm/ab_0451-0500/ab_469_bill_20070727_chaptered.pdf

Contact Information:

Contact the Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday from 1:00 pm to 4:45 pm or by email at credentials@ctc.ca.gov.