

COMMISSION FOR TEACHER PREPARATION AND LICENSING1020 O STREET
SACRAMENTO, CALIFORNIA 95814

OFFICE OF THE EXECUTIVE SECRETARY

81-8217

TO: All Individuals and Groups Interested in the
Activities of the Commission for Teacher
Preparation and Licensing

FROM: John F. Brown, Executive Secretary

SUBJECT: Dating of Credentials

The following information on issuance date of credentials and permits is incorporated into the Commission's Handbook that has been distributed to County Offices and is available to districts and others for a fee of \$12.00. It is essential that dating procedures of credentials be widely understood to alleviate misunderstandings between the Commission staff and the field.

ISSUANCE DATE OF CREDENTIALS & PERMITS**I. INTRODUCTION:**

The effective dates on a credential document are very important to employers, who must be sure that a teacher's service in the classroom is entirely covered by the credential; and to applicants who must complete renewal requirements and submit renewal applications in a timely manner. Therefore, it is important to be aware of the Title 5 sections that concern the dating of credentials, as well as to be aware of the Commission's procedures to implement those Title 5 Regulations.

The procedures described below are somewhat different from past practice. That is to say that past practice was not always in conformity with the Title 5 Regulations. Therefore, the time between now and January 1, 1982, will be a transition period from past practices to the procedures described below. During the period prior to January 1, 1982, the procedures described below will be used unless the LEA, County Office or IHE can make a case for the use of past practices.

II. ISSUANCE DATE - How it will be determined:

A. The issuance date will be either the fee date or the date of filing as each is defined below:

1. FEE DATE: The date that the credential application (form 41-4) is received by the Commission office and the fee is stamped in the box provided in the upper right-hand corner.
2. DATE OF FILING: Either (a) or (b)
 - (a) The date that the application is initially received either in person or by mail by the office of the county superintendent of schools, by the local education agency in which the applicant is employed or is seeking employment, or by the Commission office. PLEASE NOTE that the date of filing is not the date on which an application is received by an Institution of Higher Education (IHE).
 - (b) The date that an individual requests, in writing, an evaluation of transcripts by the Commission or by a county superintendent of schools office, or states, in writing, that she/he is applying for a credential. This date may be used as the date of filing only when the following conditions exist:
 1. The postmark date on the written request does not precede the actual date of filing of the application form by more than six months; and
 2. The school district would lose credit for ADA if the actual date of filing of the application form were used.

NOTE: To use the date of request as the date of filing, a district must show that the request was received on a certain date and must show that ADA will be lost if that date is not used as the issuance date.

THE DATE STAMP: The county or local education agency date stamp should indicate both the name of the agency and the date. If a simple time/date stamp is used, the agency name should be written in. If the date is handwritten, the agency name should be written in and signed (not initialled) by the person accepting the application.

B. The conditions under which a decision of issuance date will be made fall into five categories:

1. A direct application by an individual to the Commission office:

Issuance date will be the fee date, or a selected date up to one year after the fee date.

2. A direct application by an individual to a county superintendent's office or local education agency:

Issuance date will be the date of filing, or a selected date up to one year after the date of filing. PLEASE be sure ~~those applications are submitted to the Commission office~~ immediately upon receipt--delays cause hardships to applicants because of time needed to complete renewal requirements.

3. A request for an application is made in writing by an individual to a county superintendent's office or local education agency and the individual starts to work before the application form (41-4) is filed:

Issuance date will be the date of filing described in A(2) (b) above.

4. An application is recommended by an institution after the completion of all credential requirements:

Issuance date will be the fee date, or a selected date up to one year after the fee date.

5. An application is recommended by an institution before the completion of all credential requirements:

Issuance date will be the completion date of the program or a selected date between the date of completion of the program and one year after the fee date.

III. PERTINENT TITLE 5 REGULATIONS:

80436. Place of Filing of Application.

Except as otherwise provided, an application for a credential shall be delivered in person or mailed either to the Commission at the address printed upon the application form, or to the Office of the County Superintendent of Schools of the county or local education agency in which the applicant is employed or in which he or she is seeking employment.

NOTE: Authority cited: Section 44225, Education Code.

80439. Date of Filing of Application.

(a) An application submitted on the form prescribed by Section 80433 shall be deemed filed on the date it is delivered in person pursuant to Section 80436, or if mailed, postage paid, on the postmarked date appearing on the envelope, properly addressed to the Commission or the County Superintendent of Schools.

(b) The Commission may deem the date of filing to be the postmarked date of a communication by the applicant to the Commission or to a County Superintendent of Schools requesting evaluation of transcripts or stating that the writer is thereby applying for a credential. Such date shall apply where the postmark does not predate by more than six months the actual date of filing the prescribed application form and where a school district would lose credit for average daily attendance if the actual date of filing such form were used.

NOTE: Authority cited: Section 44225, Education Code.

80463. Date of Issuance of Credentials.

(a) When all college and university work requirements for a credential are met by the date an application therefor is filed as determined by Section 80439, the credential shall be dated as of the date the application therefor was filed. Such date shall be deemed to be the date of issuance. A date later than such filing date, but not to exceed one year, may be requested at the time of application.

(b) When all college and university work requirements for a credential are not met by the date an application for a credential is filed, the credential shall be dated as of the date on which such requirements shall have been completed. Such date shall be deemed to be the date of issuance, unless a later date is requested pursuant to subsection (a) of this section.

NOTE: Authority cited: Section 44225, Education Code.