

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

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November 23, 1982

82-831003

TO: Superintendents of Schools and Credential Technicians in  
the District and County Offices

FROM: *John F. Brown*  
John F. Brown, Executive Secretary

SUBJECT: Emergency Credential Applications

Recent legislation has brought about two major changes in the requirements for the issuance and renewal of emergency credentials. The purpose of this correspondence is to explain those changes and advise you of the supporting materials which must be submitted with future applications for emergency credentials.

SENATE BILL 1740:

The first change in requirements for emergency credentials comes as a result of the passage of Senate Bill 1740. This bill requires that, effective January 1, 1983, every applicant for an emergency credential hold a baccalaureate degree from a regionally accredited college or university\*. Until January 1, 1985, it will be possible to request an emergency credential for an individual who has completed 90 semester units of collegiate course work at a regionally accredited college or university, if the employing district or county board of education submits a declaration stating that they have an insufficient number of candidates for emergency credentials who hold the baccalaureate degree. This will affect Multiple and Single Subject Emergency Credentials, Bilingual Emphasis Emergency Credentials, Health Services (School Nurse) Emergency Credentials, and 30-day Substitute Emergency Credentials. According to the revised Education Code, the declaration is to be made in the form of a motion adopted by the governing board of the district or county at a regularly scheduled meeting of that board and entered into the minutes of that meeting.

All emergency credentials, except the 30-day Substitute, are restricted to the district or agency which will be employing the individual. The Commission would expect the declaration of insufficiency to originate with the employing district or agency in these cases. In the case of the 30-day Substitute which authorizes service county-wide, the declaration could originate with either the district board or the county board. If the declared insufficiency is not county-wide, an applicant with a credential based on 90 semester units would be allowed to teach only in those districts which have declared an insufficiency. The

\*See Credential Handbook, Section IX-A for further information on regional accreditation. If you are uncertain about the status of a degree, please contact the Commission office.

Commission office will type "Based on a baccalaureate degree" or "Based on 90 semester units" on the 30-day Substitute Credential to help the employer identify the basis on which the credential was issued. However, the proper utilization of the credential is the responsibility of the county and district of employment.

When submitting an application for the initial issuance or renewal of an emergency credential, please attach a verification of the completion of the baccalaureate degree or of the 90 semester units and board declaration. The verification of academic qualifications may be either a copy of the degree or a transcript showing the degree or the 90 semester units. The verification of the board declaration may be either an excerpt from the board minutes, including the date the action was taken, or a letter from the Superintendent addressed to the Commission describing the board action.

#### ASSEMBLY BILL 283:

The second change is a result of the passage of Assembly Bill 283. Effective February 1, 1983, this bill prohibits the Commission from issuing initially or renewing any emergency credential unless the applicant has passed the California Basic Education Skills Test (CBEST). When submitting an application for an emergency credential, please attach one of the original copies of the applicant's passing CBEST score. There is no recording fee for this examination.

The CBEST information bulletins are now available at the individual test sites and at many California IHE's and county offices of education. For general information about CBEST contact: Educational Testing Service, 1947 Center Street, Berkeley, CA 94704, 415/849-0950. The passing score will be determined some time in early January, 1983. Coded Correspondence #82-8307, dated November 12, 1982, gives detailed information about CBEST.

#### 30-DAY SUBSTITUTE RENEWALS:

Since May, 1982, county offices have had the authority to issue renewals of 30-day Substitute Emergency Credentials (using form 41-SUB) to individuals who held a previous 30-day Substitute Credential. After discussing the changes brought about by SB 1740 and AB 283 with representatives of county offices at the annual CCAC conference in Sacramento, it was decided that the county office should continue to provide this useful service if they choose to do so. The credential technician at the county office should complete the 41-SUB as usual and include verification of the degree or 90 semester units and board declaration and verification of the passage of CBEST when submitting the 41-SUB copy to the Commission office. Write "Based on a baccalaureate degree" or "Based on 90 semester units" in the open space in the lower right corner to indicate the basis on which the document was issued. If you do not wish to assume the added responsibility of issuing the 41-SUB document to an applicant based on the completion of these new requirements, you may, as always, submit the application to the Commission on a 41-4 form.