

## COMMISSION ON TEACHER CREDENTIALING

2 9TH STREET  
CRAMENTO, CA 94244-2700

November 23, 1987

87-8807

TO: All County Superintendents of Schools, District School Superintendents, and Credential Analysts in County Offices and IHEs

FROM: *Richard Mastain*  
Richard K. Mastain, Executive Secretary

SUBJECT: 30-day Substitute Emergency Teaching Credentials Based on a State Board of Education Waiver of the Bachelor's Degree Requirement.

At its October 2, 1987, meeting the State Board of Education adopted guidelines for issuance of a waiver to school districts who need to employ as substitute teachers individuals who have not met the requirement of possession of a bachelor's or higher degree from a regionally accredited institution of higher education. For information about the waiver contact the State Department of Education, Management Systems Development Unit, at (916) 322-3428.

The Commission on Teacher Credentialing will issue a document to those individuals who will be working as substitute teachers on the basis of bachelor's degree waivers.

To apply for the credential, the employer must submit:

1. Credential application form (41-4) and application fee (\$50);  
*[The credential may NOT be issued on the 41-SUB application/document issued by county offices.]*
2. Character and Identification Clearance form (41-CIC), fingerprint cards, and processing fees, if not previously submitted;
3. Statement of need;
4. Copy of letter from the State Department of Education stating that the waiver request was granted;
5. Official transcripts, if not previously submitted; and
6. CBEST verification transcript, if not previously submitted.

The credential document will identify the waiver number and the district to which the applicant is restricted. Attached to the document will be a form letter which reads:

The attached 30-day Substitute Emergency Teaching Credential has been issued to you based on a waiver of the bachelor's degree requirement from the State Board of Education. You may not apply for an additional 30-day Substitute Credential until you can verify possession of a bachelor's degree issued by a regionally accredited institution of higher education. Your service is restricted to the school district which requested the waiver: the one listed on your credential document. You may not serve as a substitute teacher in any other district or county on this document.

If you have any questions, please contact the Commission's Information Services Office at (916) 445-7254.