

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

99-9907

DATE: March 17, 1999

TO: All Individuals and Groups Interested in the Activities of the
Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed. D.
Executive Director

SUBJECT: Amendment to Sections 80436, 80439, 80440, 80463 and 80490 of
Title 5, California Code of Regulations, Pertaining to Credential
Dating

The Office of Administrative Law has approved the amendments to Title 5 Regulations, Section 80440 and the deletion of Sections 80436, 80439, 80463 and 80490. These regulations, which will be implemented July 1, 1999, make changes to the process of dating credentials and the timeline for submitting credential, certificate, and permit applications.

The first change reflects the issuance date of a credential. The public school district, county office of education, non-public school, or institution of higher education that submits the application now will determine the issuance date of the credential based on the needs of the agency or applicant. There are two conditions. First, the applicant must be eligible for the document on the date indicated. Second, the application must be submitted within the time limits explained below.

If fingerprint cards are included with the application, the agency must submit the application within 45 working days of the issuance date of the credential. For example, an individual is employed on an emergency permit on July 15, 1999 and he or she does not have fingerprints on file with the Commission, the employing agency must submit the application by September 16, 1999 for the Commission to honor the issuance date of the document. If the employing agency submits it after the 45 working day timeline, the document will be issued with the date the application is received by the Commission.

For applicants who already have fingerprints on file or who have completed a livescan transmission for the Commission, the agencies mentioned above have four months from the issuance date of the document to submit the application to the Commission. For example, if an individual is employed on July 1, 1999, the Commission needs to receive the application by November 1, 1999 for the Commission to honor the July 1, 1999 issuance date. If the employing agency submits it after the four-month timeline, the document will be issued with the date the application is received by the Commission.

Application Procedures

Effective July 1, 1999, the Commission will honor the date in the box in the upper right-hand corner of the application form as the issuance date of the document being requested. Institutions of higher education (IHE) and local education agencies (LEA) submitting an application with a recommendation must write the issuance date on the recommendation form. The Commission will honor the date stated in the box in the upper-right hand corner on the application or on the recommendation form as long as the applicant is eligible for the document being requested on that date and the application is submitted within the 45-working-days or four-month period, whichever ever applies. On the next revision of the application form 41-4 the Commission will change the term "file date" in the box in the upper right hand corner to "issuance date."

Amendments to the Regulations

§80436-This section has been deleted and the information transferred to §80440.

§80439-This section has been deleted as it is no longer applicable to the issuance date of a credential.

§80440-This section no longer requires the county superintendent of schools, a school district, a local education agency, a non-public school, non-sectarian school or agency certified by the California Department of Education or a California institution of higher education with a program accredited by the Committee of Accreditation to reflect the date they receive an application. These agencies will now determine the issuance date of the credential as long as the credential requirements are met prior to the issuance date and as long as the credential is submitted within forty-five working days if the applicant does not have Commission fingerprint clearance or four months if the Commission does have fingerprint clearance on file. If an application is not submitted within the forty-five working days or four month period the issuance date of the credential will be the date the Commission receives the application.

§80463-This section has been deleted.

§80490-This section has been deleted.

For further information about the credential dating process, please contact the Commission's Information Services Unit at (916) 445-7256 between 8:00 am and 5:00 pm, weekdays, or by e-mail at credentials@ctc.ca.gov.

**Amendments and Additions to
California Code of Regulations, Title 5
Related to Credential Dating**

80440. Date of Issuance of Credentials

(a) The issuance date of a credential may be determined by an office of the county superintendent of schools, a school district, a local education agency, a non-public school, non-sectarian school or agency certified by the California Department of Education, a California institution of higher education with a program accredited by the Committee of Accreditation or the California Commission on Teacher Credentialing, provided the following conditions are satisfied:

(1) all the requirements for the credential were met prior to the issuance date of the credential and

(2) the application is submitted to the Commission not more than forty-five working days after the issuance date of the credential if fingerprint clearance is not on file at the Commission or not more than four months after the issuance date of the credential if fingerprint clearance is already on file with the Commission.

(b) The issuance date for a credential recommended by a California institution of higher education with a program accredited by the Committee on Accreditation shall be the date of completion of all requirements for the credential or later as established by the institution provided the application is submitted to the Commission not more than forty-five working days after the issuance date of the credential if fingerprint clearance is not on file at the Commission or not more than four months after the issuance date of the credential if fingerprint clearance is already on file with the Commission.

(c) The issuance date of the renewal of a credential will be the same as the expiration date of the credential to be renewed, provided all of the following conditions are satisfied:

(1) the renewal application is submitted to one of the agencies listed in (a) above within one year prior to the expiration date;

(2) the renewal application is submitted to the Commission not more than 4 months after the issuance date of the credential; and

(3) all the requirements for the credential were met prior to the issuance date of the credential.

(d) If the conditions described in (a), (b), or (c) above are not satisfied, the issuance date will be the date the application is received by the Commission or the date the applicant meets all of the requirements for the credential, whichever date comes later.