



## CODED CORRESPONDENCE

<b>DATE:</b> June 9, 2008	<b>NUMBER:</b> 08-06
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Dale A. Janssen Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Approval of Amendments to Title 5 Regulations Pertaining to Date of Issuance of Credentials and Processing Time for Credentials and Permits (5 Cal Code of Regs §80440 and §80443)</b>	

### **Summary:**

The amendments to 5 Cal Code of Regs §80440 pertaining to date of issuance of credentials and §80443 pertaining to processing time for credentials and permits have been approved by the Office of Administrative Law.

### **Key Provisions:**

Assembly Bill (AB) 469 (Chap. 133, Stats. 2007), which was signed by the Governor on July 27, 2007, amended Education Code section 44350 pertaining to application processing and submission timelines. Section 80440 changes the submission timeline from four months to three months and section 80443 reduces the processing time for applications submitted to the Commission from 75 working days to 50 business days.

### *Submission Timeline*

Title 5 section 80440 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 from the previous regulatory provision of four months. This provision 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 an application 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.



### *Application Processing Timeline*

Title 5 section 80443 requires the Commission to process an application packet within 50 business days of receipt. This is a reduction of the previous regulatory provision 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).

### **Background:**

Prior to the passage of AB 469, the Commission had 75 working days to process an application packet. Following the passage of AB 469, effective January 1, 2008, the timeline allotted to the Commission was 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.

### **Important Dates:**

The amendments to the referenced Title 5 Regulations become effective the date of this correspondence.

### **Source:**

Education Code section 44350

### **Contact Information:**

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

**CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

### **§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 three months after the issuance date of the credential.

(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 three months after the issuance date of the credential.

(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 three 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.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44350, Education Code.

### **§80443. Processing Time for Credentials and Permit.**

a) The processing time for all credentials and permits shall meet all of the following criteria:

(1) The Commission on Teacher Credentialing shall reach an issuance decision for a credential or permit and notify the applicant within fifty (50) business days of the receipt of the application. The processing time of fifty (50) business days in these cases will commence upon receipt of the resubmitted complete application;

(2) An application is determined complete when all materials needed for processing and all facts required by the law are included.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44350, Education Code.