



CODED CORRESPONDENCE

DATE: March 6, 2014	NUMBER: 14-02
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
SUBJECT: Variable Term Waiver Requests	

Summary:

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission's issuance of any credential, permit, certificate, or waiver. Effective immediately, if an individual does not have a fingerprint clearance on file with the Commission, the Variable Term Waiver (VTW) applicant must: apply for a Certificate of Clearance.

Key Provisions:

The Commission has always required fingerprint clearance before issuing a VTW. This Coded Correspondence makes no change in the process for waiver applicants who hold a current, valid credential. In addition, all Short-Term Waivers require the applicant to hold a basic credential, no change in procedure is proposed.

Consequently, VTWs are requested by an employing agency for an individual who does not hold a document issued by the Commission. If the applicant does not have a clearance on file with the Commission, the applicant must complete the process for applying for a Certificate of Clearance. This involves completing the Live Scan process to allow the fingerprints to be sent to the California Department of Justice. There is a processing fee that is payable to the Live Scan operator for the prints to be scanned.

The Certificate of Clearance must be applied through the Commission's Direct Web Application process. Specific directions on how to apply for the Certificate of Clearance are available in the Certificate of Clearance Information Leaflet. General information concerning fingerprint clearance may be found on the Fingerprint Clearance Information Leaflet. Both the leaflets and the Live Scan Service Request Form may be found at the links in the References section.

For VTW applicants without any criminal record, applying for a Certificate of Clearance will not cause any delay in the review of the waiver request. However, if the applicant's criminal record history from the Department of Justice or the Federal Bureau of Investigation contains information about criminal convictions; those convictions will require review through the

Commission's Division of Professional Practices. The VTW will not be issued until completion of the professional fitness review.

A separate processing fee for the Variable Term Waiver request is required.

Important Date:

The effective date of this measure is for applications received on or after March 17, 2014.

Source:

Title 5, California Code of Regulations, section 80122(f).

References:

Certificate of Clearance Information Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

Fingerprint Clearance Information Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>

Live Scan Service Request Form: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

Contact Information:

Questions concerning Variable Term Waivers: email waivers@ctc.ca.gov

Questions concerning Certificate of Clearance: Commission's Information Services Unit by email at: credentials@ctc.ca.gov or by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm.