



CODED CORRESPONDENCE

DATE:

April 26, 2024

NUMBER:

24-04

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: Commission on Teacher Credentialing Headquarters Relocation

Summary

The Commission on Teacher Credentialing (Commission) will be relocating on May 17, 2024. During the move, operations may be impacted. Please note, the Commission accepts service by mail or in person. On or after May 17, 2024, service must be directed to the new address below by mail or in-person.

Old Address:

1900 Capitol Avenue
Sacramento, CA 95811

New Physical Address:

651 Bannon Street, Suite 600
Sacramento, CA 95811

Division specific mailing addresses are as follows:

Division	Address
General	Commission on Teacher Credentialing 651 Bannon Street, Suite 600 Sacramento, CA 95811
Certification (CERT)	Commission on Teacher Credentialing 651 Bannon Street, Suite 600 A Sacramento, CA 95811

Division	Address
Division of Professional Practices (DPP)	Commission on Teacher Credentialing 651 Bannon Street, Suite 600 B Sacramento, CA 95811
Other Divisions (Executive Office, Legal Office, Human Resources, Fiscal & Business Services, etc.)	Commission on Teacher Credentialing 651 Bannon Street, Suite 600 Attn: [insert division name] Sacramento, CA 95811

Operational Impacts

The relocation of the Commission's business operations will result in a reduced footprint for Commission staff with a reduction in workspaces and storage space. Therefore, in an effort to ensure that the Certification Division can continue processing applications efficiently and accurately, the Commission is requesting that all local education agencies (LEAs) submit applications for employer-restricted permits discontinue the submission of paper applications and instead submit such applications through the CTC Online system beginning May 1, 2024. This applies to the following documents:

- Provisional Internship Permits
- Short-Term Staff Permits
- General Education Limited Assignment Permits
- Special Education Limited Assignment Permits
- Emergency Specialist Teaching Permit in Early Childhood Education
- Teaching Permits for Statutory Leave
- Emergency CLAD Permits
- Emergency Bilingual Permits
- Emergency Resource Specialist Permits
- Emergency Teacher Librarian Permits
- Career Substitute Teaching Permits

Currently, Commission-Approved Program Sponsors are required to submit recommendations online, and educators are required to submit applications for Certificates of Clearance (COC), Activity Supervisor Clearance Certificates (ASCC), and renewals online. The requirement for LEAs to also submit employer-restricted permit applications online will reduce the number of physical paper applications that the Commission must intake and store and will help to keep operations streamlined and effective. As such, the Certification Division will continue to expand the types of applications available in the CTC Online system to allow educators to apply for more credentials online. Additional information on that effort is anticipated for release after the building move is complete. Details on how local education agencies can submit CTC Online applications may be found in [Credential Information Alert 22-05](#).

In addition, during the time that the Commission is preparing for and actively moving, normal operations will be limited. Between the dates of May 13 and 24, expect the following:

- The Certification Division will not be able to attend to expedite requests in the typical timeframe as applications will be securely packed. Staff asks that LEAs do not submit expedite requests between May 10, 2024, and May 24, 2024, to allow Certification staff time to facilitate the move and organization of all paper applications.
- Applications statuses on CTC Online will remain static from May 16 through the 20, as the existing granting process requires a physical base of operations to complete.
- Education Career Counselor appointments will be unavailable for a month between April 29 and May 27 so that the Certification Division can direct all staff to assist in processing applications before and after the move.

LEAs can and should continue to submit applications online between May 10 and May 24. For application types that are not yet available through the CTC Online site LEAs are encouraged to hold their paper applications until after May 20, if possible, to help temporarily reduce the number of applications in-house during the move. Applications should be mailed to the new address, 651 Bannon Street, Suite 600A, after May 17.

Important Dates

The following are important dates for consideration.

- May 17, 2024, last date mail should be addressed to the Capitol Avenue location.
- May 18, 2024, first date Bannon Street mailing address should be used for all mail sent to the Commission.

Background

The May Lee State Office Complex (MLSOC), formerly known as the Richards Boulevard Office Complex, is located in the River District of Sacramento. The 17.3-acre site is bound on the north by Richards Boulevard and on the east by North 7th Street. The MLSOC is comprised of four office towers and amenities totaling approximately 1,250,000 Gross Square Feet with on-site and structured pay-for-use above-grade parking. The site's landscaping offers shade trees aligned to reinforce pedestrian circulation and wayfinding. The project is part of the Department of General Services (DGS) Ten Year Sequencing Plan to renovate and/or replace state office buildings in Sacramento. The project is being designed to achieve zero net energy (ZNE) and zero net carbon (ZNC) for the entire site through State-purchased carbon free green power and is also seeking a LEED Gold Certification through the US Green Building Council.

References

[Richards Boulevard Office Complex RBOC \(ca.gov\)](https://www.ctc.ca.gov/locations/richards-boulevard-office-complex)

Contact Information

Contact us by email at: [Contact Us \(ca.gov\)](mailto:info@ctc.ca.gov)