



CREENTIAL INFORMATION ALERT

DATE:	October 29, 2007	NUMBER:	07-16
SUBJECT:	Preliminary and Clear Credential Dating – Dependent Documents and Adding Authorizations		

This Credential Information Alert provides clarification and updates to past practices regarding credential dating, fees, dependent documents and added authorizations.

CREENTIAL DATING ON DEPENDENT DOCUMENTS

A dependent credential may only be issued to individuals who already hold another type of credential. Examples of dependent credentials include Administrative Services Credentials and Reading/Language Arts Specialist Credentials.

Effective 1/1/08, all renewal applications of dependent documents must include the appropriate fee regardless of the eligibility time. A dependent credential is issued for the remaining time left on its prerequisite credential. If a dependent credential is issued or renewed with an issuance date before the expiration date or renewal date of the clear basic, the new dependent document is issued with an expiration date that matches that of the prerequisite credential before its renewal. However, if a prerequisite credential is renewed without a break in service, a **preliminary** dependent credential can subsequently be issued for a full five years.

Example #1

- 1) An individual holds a clear Single Subject Teaching Credential valid until 01/01/08 and renews online for a document validity period of 01/01/08 to 01/01/13
- 2) Application for a preliminary Administrative Services Credential is received at CTC with an issuance date request of 08/15/07
- 3) The preliminary Administrative Services Credential is issued from 08/15/07 to 09/01/12.
- 4) The expiration dates are “tied” when the applicant applies for a clear when the prerequisite credential is also a clear.

Example #2

- 1) An individual holds a clear Single Subject Teaching Credential valid until 01/01/08 and renews online for a document validity period of 01/01/08 to 01/01/13
- 2) Application for a clear Administrative Services Credential with a requested issue date of 08/15/07 is received at CTC
- 3) The clear Administrative Services Credential is issued from 08/15/07 to 01/01/08.

- 4) The applicant is required to submit a new application and processing fee to renew the clear Administrative Services Credential beyond 01/01/08.

ADDING AN AUTHORIZATION

Adding an authorization is a process that allows holders of non-special education teaching credentials that require a bachelor’s degree and teacher preparation including student teaching to obtain an additional multiple or single subject instruction authorization without completing a full professional preparation program.

To a Preliminary Credential:

If an authorization (such as a supplementary or subject matter authorization) is added to any preliminary Multiple or Single Subject Teaching Credential, the expiration date of the newly-issued document remains unchanged from that of the original. This is not a change to current policy. However, if an individual holds a preliminary Single Subject Teaching Credential and earns a preliminary Multiple Subject Teaching Credential (or vice versa) per Title 5 section 80499, a new full five-year preliminary credential is issued. (Please see either Example A or B)

To a Clear Credential without a Dependent Credential:

If an individual adds an authorization to a clear credential and does not hold a dependent credential, the clear credential is issued for a full five years. If an individual adds an authorization to a professional clear credential and does not hold a dependent credential, the professional clear credential is changed to a clear credential and is issued for a full five years. (Please see Example A)

To a Preliminary, Clear or Professional Clear Credential with a Dependent Credential:

If an individual adds an authorization to a preliminary, professional clear or clear credential with a dependent credential, the expiration date of the newly-issued document will remain unchanged from that of the original. A professional clear credential will be changed to a clear credential. (Please see Example B)

Example A (No dependent credential exists)

- 1) An applicant holds a Single Subject Teaching Credential in mathematics dated 01/01/2005 to 02/01/2010
- 2) An application is submitted to add physical education with a requested issuance date of 05/01/2007
- 3) If the Single Subject Teaching Credential is a clear or professional clear credential, the new document is issued (with the added authorization) as a clear credential dated 05/01/2007 to 06/01/2012
- 4) If the Single Subject Teaching Credential is a preliminary credential, the new document is issued (with the added authorization) as a preliminary credential dated 05/01/2007 to 02/01/2010. The expiration date does not change.

Example B (Dependent credential exists)

- 1) An applicant holds a Single Subject Teaching Credential in mathematics dated 01/01/2005 to 02/01/2010
- 2) An application is submitted to add physical education with a requested issuance date of 05/01/2007
- 3) If the Single Subject Teaching Credential is a clear or professional clear credential, the new document is issued (with the added authorization) as a clear credential dated 05/01/2007 to 02/01/2010. The expiration date remains “tied” with the dependent document and does not change.



- 4) If the Single Subject Teaching Credential is a preliminary credential, the new document is issued (with the added authorization) as a preliminary credential dated 05/01/2007 to 02/01/2010. The expiration date does not change.

Contacts/Questions

Information Services

Telephone - (888) 921-2682 (toll free) or (916) 445-7254 (1:00 to 4:45 pm)

Email - credentials@ctc.ca.gov

Resources

Revisions to the credential leaflet and guidebook resources below are scheduled for closer to our implementation timeframes.

Adding Authorizations to Multiple or Single Subject Teaching Credentials (CL-621A)

<http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>

Adding Authorizations to General or Standard Teaching Credentials (CL-621)

<http://www.ctc.ca.gov/credentials/leaflets/cl621.pdf>

Specialist Teaching Credentials in Reading (CL-537)

<http://www.ctc.ca.gov/credentials/leaflets/cl537.pdf>

Administrative Services Credentials (California Prepared CL-574C)

<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Administrative Services Credentials (Out-of-State Prepared CL-574)

<http://www.ctc.ca.gov/credentials/leaflets/cl574.pdf>

Supplementary Authorizations for Multiple Subject Credentials (CL-629)

<http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf>

Supplementary Authorizations for Single Subject Credentials (CL-603)

<http://www.ctc.ca.gov/credentials/leaflets/cl603.pdf>

Supplementary Authorization Guideline Book

<http://www.ctc.ca.gov/credentials/manuals-handbooks/Supplement-Auth.pdf>

Subject Matter Authorizations (CL-852)

<http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf>

Subject Matter Authorization Guideline Book

<http://www.ctc.ca.gov/credentials/manuals-handbooks/Subject-Matter-Auth.pdf>

