



Credential Information Alert

DATE: March 5, 2013

NUMBER: 13-03

SUBJECT: Renewal of Emergency 30-Day Substitute Teaching Permits

Summary:

The purpose of this Alert is to inform California public school employers that the Commission will not correct issue dates or issue overlapping permits after individuals have renewed their Emergency 30-Day Substitute Teaching Permits via the online renewal system.

Key Provisions:

The Commission has received several requests from California public school employers to correct the issue and expiration dates of Emergency 30-Day Substitute Teaching Permits renewed online by the individuals. These requests are made due to a lapse in validity caused by a late renewal. Certification Division staff members have also noticed that employers are submitting paper or online applications with requested issue dates equal to the expiration dates of previous permits, even though the permits have already been renewed online by the individuals.

Example: An Emergency 30-Day Substitute Teaching Permit that was valid from February 1, 2012 to February 1, 2013 is renewed online on February 10, 2013. The renewed permit is valid from February 10, 2013 to March 1, 2014. An employer subsequently submits a paper or online application on March 1, 2013 with a requested issue date of February 1, 2013 to cover lapse in validity from February 1, 2013 to February 9, 2013.

Per Education Code §44355, all credentials (including permits) regularly issued by the Commission are valid until revoked, suspended, or expired and Commission staff may only void or correct a document in the following situations:

- Material deception or fraud committed by the applicant or by another on the applicant's behalf; or
- A credential which the Commission had no lawful authority to issue and which would not have been issued but for some material mistake of law or fact by either or both the applicant and the Commission.

Effective the date of this Alert, all requests to correct the issue dates of Emergency 30-Day Substitute Teaching Permits renewed online after the expiration date of the previous permits will be denied by



Commission staff. In addition, a paper or online application received after an Emergency 30-Day Substitute Teaching Permit has been renewed online will be used for renewal of the permit for the following year. Using the dates in the example provided above, the paper or online application would be used to renew the permit from March 1, 2014, to March 1, 2015. A second permit with an earlier issue date than a permit renewed online will not be issued to an individual under any circumstances, as an individual cannot hold an overlapping document of the same type and term.

The Commission does not have jurisdiction over employment issues. However, California public school employers are advised to notify their substitute teachers of the impending expiration of their permit documents and instruct them to renew online in a timely manner. Employers may contact their county offices for advice on how to cover the service of an individual who is allowed to substitute teach during a lapse in the validity of an Emergency 30-Day Substitute Teaching Permit.

Background:

As announced in [Coded Correspondence 09-12](#), online renewal of Emergency 30-Day Substitute Teaching Permits has been mandatory since October 1, 2009. The online renewal system is an automated process that was developed to expedite applications and the online renewal process is usually completed within ten business days.

References:

Education Code §44355

Resources:

Coded Correspondence 09-12-Mandatory Online Renewal of Emergency 30-Day Substitute Teaching Permits: <http://www.ctc.ca.gov/notices/coded/2009/0912.pdf>

Contact Information:

Questions on this subject may be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.