



Credential Information Alert

DATE: August 9, 2017

NUMBER: 17-01

SUBJECT: Dependent Credential Dating

Summary:

The purpose of this CIA is to provide additional guidance to Commission-approved program sponsors regarding the submission of online recommendations for dependent teaching or services credentials. This is with the goal of recognizing potential pitfalls credential candidates may face related to the alignment of their initial dependent credentials to their prerequisite credentials.

Background:

A dependent credential means any credential type that requires the educator to simultaneously hold a valid basic teaching or services credential as a prerequisite. Program sponsors should review the credential file of a candidate before submitting an online recommendation to the Commission for any dependent credential to allow the most time possible for the issuance of the new credential type.

This issue most often occurs when educators complete a Clear Administrative Services Credential program. The Commission usually encounters the situation where program sponsors submit an educator's online recommendation for the Clear Administrative Services Credential that will be valid for only a few weeks. This frequently results in misunderstandings and angry calls or emails from educators who must then submit a second application and processing fee to renew the Clear Administrative Services Credential so it can be issued for a full five year term.

The following examples demonstrate how positive and negative results can be obtained when submitting a recommendation for this credential type:

Example 1 (positive results)

- A candidate completes the Clear Administrative Services Credential program on 05/15/2017 and is eligible to be recommended for the credential on that date.



- The candidate holds a Preliminary Administrative Services Credential with an expiration date of 08/01/2017.
- The candidate's prerequisite Clear Single Subject Teaching Credential also has an expiration date of 08/01/2017.
- **Suggested action:** The program sponsor should ask the educator to renew the prerequisite teaching credential online. After the renewal is completed and the new Clear Single Subject Teaching Credential valid from 08/01/2017 to 08/01/2022 is posted, the program sponsor may then submit the recommendation for the educator's Clear Administrative Services Credential with a requested issuance date of 08/01/2017. Doing so will result in the candidate's Clear Administrative Services Credential being issued for a full five years, matching the term of the renewed prerequisite credential. Because the candidate's Preliminary Administrative Services Credential is valid until 08/01/2017, there will be a valid document in place and thus no "break in service" between the preliminary and clear credentials that could pose a problem for the educator or employing agency.

Following the process outlined in Example 1 will avoid the consequences educators experience in Example 2:

Example 2 (negative results)

- A candidate completes the Clear Administrative Services Credential program on 05/15/2017 and is eligible to be recommended for the credential on that date.
- The candidate holds a Preliminary Administrative Services Credential with an expiration date of 08/01/2017.
- The candidate's prerequisite Clear Single Subject Teaching Credential also has an expiration date of 08/01/2017.
- The program sponsor submits an online recommendation for the Clear Administrative Services Credential with a requested issuance date of 05/15/2017.
- Per California Code of Regulations, Title 5 §80493, the expiration date of the Clear Administrative Services Credential, because it is a "dependent" document, must match that of the currently valid prerequisite credential, meaning that the Clear Administrative Services Credential can only be issued from 05/15/2017 to 08/01/2017.

In this latter scenario, even if the candidate *had* already renewed the Clear Single Subject Teaching Credential from 08/01/2017 to 08/01/2022, the expiration date of the Clear Administrative Services Credential would still be set at 08/01/2017 as the validity period of the Clear Administrative Services Credential cannot, in effect, "leapfrog" the validity period of its corresponding prerequisite credential.



In this situation, to obtain the Clear Administrative Services Credential for a full five years will require the educator go online and submit a second application and processing fee and renew the credential.

The result in Example 2 could have been avoided had the program sponsor first reviewed the educator's file before submitting the recommendation. This practice may also be applied by program sponsors anytime a recommendation for a dependent credential is being prepared for submission. It is hoped this more detailed information will prove helpful to program sponsors, employers, and credential candidates to avoid confusing, frustrating, and more costly scenarios that may be unnecessary.

References:

California Code of Regulations, Title 5 §80493

Contact Information:

The most direct method to receive a response to specific questions is by sending an email to the Commission's Information Services at credentials@ctc.ca.gov. Place key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff.

You may also contact the Commission by telephone at (916) 322-4974 Monday through Friday between 12:30 p.m. and 4:30 p.m. Pacific Time.