



Implementation of AB 1025 Concerning the Activity Supervisor Clearance Certificate (ASCC)

Frequently Asked Questions – March 2010

Effective July 1, 2010, AB 1025 requires noncertificated individuals, prior to starting a position supervising, directing, or coaching a student activity program sponsored by, or affiliated with, a school district or County Office of Education, to obtain from the Commission an Activity Supervisor Clearance Certificate (ASCC). The ASCC will be issued upon verification of the individual's personal identification and verification background check. The ASCC does not apply to individuals who hold a valid document issued by the Commission. To aid in the timely processing of ASCC applications, the Commission will make the direct application online process available in early spring 2010.

It is the responsibility of the employing agency to determine if the duties of each position fall within the requirements set forth in the ASCC statute. Position titles vary from one employer to another. Each employer determines position titles and their duties. The title of a position may not adequately describe or provide enough information to determine if an individual is supervising, directing, or coaching a pupil activity program. A campus supervisor or an academic decathlon coach position in one employing agency may be supervising, directing or coaching a pupil activity but may not be in another employing agency.

Before determining if an individual needs to hold the ASCC, the Commission suggests that you ask these questions.

- a. Is the pupil activity program sponsored by or affiliated with the school district or county office of education?
- b. Does the individual supervise, direct, or coach the pupil activity *program*?

If the answer to one or both of these two questions is 'no', the ASCC is not required.

If the answer to both of these questions is 'yes', the Commission suggests that you review whether the individual holds a valid California credential or permit. If the individual holds a valid California certification, the ASCC is not required. If the individual is employed in a charter school, the ASCC is not needed.

Resources

Application Processing Questions

Information Services

telephone: 888-921-2682, M-F, 12 to 4:45 pm

email: credentials@ctc.ca.gov

Professional Fitness Questions concerning professional fitness questions or the denial of an ASCC application:

Division of Professional Practices

telephone: 888-921-2682 [select Option 5] M-F, 12 to 4:45 pm

email: dppinfo@ctc.ca.gov

The FAQs are divided into specific topics related to the ASCC (Application Processing, Before and After-School Programs, Charter Schools, Classified Employees, Coaches, Fingerprint Clearance/LiveScan, Lunch Employees, Miscellaneous, Professional Fitness, and Volunteers).

At the beginning of most topics there is 'Rule of Thumb' guidance.

Some questions may be listed in more than one topic.

Application Processing

1. Will paper applications be accepted for the ASCC?

No, applications will only be accepted electronically through the Direct Online Application process.

2. Will the holder of an ASCC be given a State Educator Identifier (SEID)?

Yes.

3. Can the LiveScan fingerprinting be submitted prior to the application?

Yes, the fingerprints will be accepted prior to the application being submitted online and it is recommended that the fingerprinting be submitted two to three days prior to applying for the Certificate.

4. Why can't individuals apply for a Certificate of Clearance instead of the ASCC?

Statute requires individuals in these specific positions to hold the ASCC.

5. If an individual with an ASCC decides to earn a credential, does the ASCC replace the need for the Certificate of Clearance?

Yes.

6. Will the applicants be required to print out the certification and present it to the local employing agency?

According to Title 5 section 80001(e), the official record of credentials, permits, and certificates is the Commission's website. Individuals, colleges, universities and employers may use a social security number and date of birth to verify the type of application submitted and /or issued by using the following link: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. If needed, the information can be printed from the Commission's website. Although a printable version is available, it is not the official record of the Commission document.

7. Can the local employing agency request to be notified about the issuance?

If the individual chooses a county office of education on the electronic direct online application, the county office will be notified of the denial or clearance. This ability to notify does not extend to the school district level.

8. How do local employing agencies verify the approval of the ASCC document? How/when does the district know that an individual has submitted an application?

Individuals, institutions of higher education, and employers may look up an individual's file by using a social security number and date of birth to verify if an application has been submitted and the type of application submitted, if a document has been issued, by using the following link: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>.

9. What is the processing time for the ASCC?

Once the individual's fingerprints have been cleared by the DOJ/FBI and there is no review required by the Commission's Division of Professional Practices, it is expected that the ASCC application will clear in approximately five business days.

10. How much does the ASCC cost?

The cost of the ASCC is approximately \$108.00 which includes the \$57.00 application fee and the \$51.00 fee for the fingerprint clearance by DOJ/FBI.

11. Should county and district credential analysts recommend for the ASCC as is done for Emergency 30-Day Substitute Permits?

No, the individual will need to apply using the Direct Online Application process.

12. Is there a specific LiveScan form like the 41-LS?

The ASCC application will use the Request for Live Scan Service form 41-LS: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

13. Is there a target date for when the ASCC Direct Online Application process will be available?

The Commission expects the Direct Online Application process to be available in early spring 2010. The Commission will not accept paper applications before or after that time.

14. With the ASCC Direct Online Application process, will the applicant be allowed to select the issuance date?

No, the issuance date of the ASCC will be the date the application is submitted to the Commission.

15. How soon may an individual renew the ASCC before it expires?

The individual may apply to renew their ASCC up to one year prior to its expiration date.

Before and After School Programs

Rule of Thumb: *Before and after-school employees who are responsible for directing a pupil activity program are required to obtain the ASCC if they do not already hold a credential or permit.*

1. Does the ASCC requirement apply to classified employees who work in the local employing agency's preschool or childcare programs?

Only those individuals who supervise, direct or coach the pupil activity program are required to apply for an ASCC. This applies whether or not the person is in a classified position.

Note: If the individual holds a valid document issued by the Commission regardless whether it is required for the position, the individual is not required to obtain the ASCC.

2. If the local employing agency has an extended before and/or after-school daycare program, is the ASCC required for the daycare employees who supervise the students?

Only the supervisor of the pupil activity program is required to obtain the ASCC.

- 3. In an after-school program affiliated with or sponsored by the local employing agency, would each school site employee directing/supervising/coaching the pupil activity program need to apply for this certificate, even if a certificated individual is overseeing the local employing agency?**

Yes, each school site employee who is supervising, directing or coaching a pupil activity program is required to hold the ASCC.

- 4. Does the ASCC requirement include individuals who provide after-school science, art, chess, music, dance, fitness, weight room training, etc?**

Yes, if they supervise, coach, or direct the school-sponsored or affiliated pupil activity program.

- 5. Would Site Facilitators at after-school program be required to obtain an ASCC?**

Yes, if they supervise, coach, or direct the pupil activity program.

- 6. The Boys & Girls Club is located on school grounds and is contracted to provide an after-school program. Would the supervisor of this program need an ASCC?**

Yes, because a contract with the school makes the pupil activity program school affiliated or sponsored.

- 7. Do classified employees working in a State-funded after-school program need to earn an ASCC? What if they work under the direction of a program supervisor at the school but have gone through the employee fingerprint clearance (FBI and DOJ)?**

They do not need to earn the ASCC unless they are supervising, coaching, or directing the pupil activity program

- 8. Some local employing agencies have programs with a certificated staff member who is coordinating more than one after-school site. Each site has a classified site coordinator for the after-school program at that specific school. Does the school site coordinator need the ASCC?**

Yes.

- 9. If a classified employee of a local employing agency supervises, directs or coaches an after-school school-sponsored or affiliated program, would the criminal background clearance held by the district be sufficient for meeting these new requirements or is the ASCC required?**

The ASCC is required.

- 10. Will third party organizations working on campus with students need the ASCC?**

It would depend whether the program is affiliated with or sponsored by the school. The ASCC is required only for school- sponsored or affiliated programs.

- 11. Does a security campus supervisor (responsible for supervising students) who stays after school supervising an after-school detention program for high school students need to earn an ASCC?**

Yes, if the security position is supervising or directing the pupil activity program itself and not just the campus premises, etc.

- 12. If a local employing agency helps fund a third party after-school program but school personnel do not supervise, coach or direct the pupil activity program, must the third party personnel obtain an ASCC?**

If the third party is affiliated with or sponsored by the school, then the supervisor, director or coach of the pupil activity program would be required to obtain an ASCC.

- 13. If an individual, who is working through an outside agency such as an arts program or gang prevention program, oversees/directs a program in a classroom with a credentialed teacher, will the ASCC be required?**

If the credentialed teacher is in the classroom at all times, the individual would not need the ASCC. However, if the non-credentialed individual is in the classroom at times without the credentialed teacher, the ASCC is required as the individual is directing the pupil activity program.

- 14. Program Improvement Schools are required to hire outside vendors to provide instructional services after school. Are those employees required to obtain an ASCC?**

Yes, if they supervise, coach, or direct the pupil activity program.

- 15. Will businesses that directly supervise students for work experience need to obtain the ASCC?**

No.

- 16. Would an individual artist requested on a limited basis for a school mural project need the ASCC?**

If the individual is not supervising or directing a pupil activity program, the ASCC would not be required.

- 17. How does the certification process affect the artists in-residence program under Education Code section 58803?**

If the individual is serving in a setting as described in the statute noted, the individual is required to hold a Certificate of Clearance and the ASCC would not be required. The Education Code allows school districts and county offices of education to establish special schools for the arts and high technology. Noncredentialed individuals may be employed to teach in these schools in their area of expertise in such subjects as ballet, drama, photography, musical instruments, computer science, etc. These individuals help to plan curriculum as well as to provide instruction to students.

For information about these schools, see page D-2 in the Commission's Administrator's Assignment Manual at the following link: <http://www.ctc.ca.gov/credentials/manuals-handbooks/Administrator-Assignment-Manual.pdf>.

Charter Schools

Rule of Thumb: *At the present time, we have determined that charter schools do not fall under the provisions of this bill.*

Classified Employees

Rule of Thumb: If a classified employee supervises, coaches or directs a pupil activity program, the ASCC is required.

- 1. Do individuals who are already classified employees – i.e. those who have passed clearance as classified employees - need to do get an ASCC?**

Yes, if they are in a position that falls within the provisions of this law.

- 2. Do classified employees working in a State-funded after-school program need to earn an ASCC? What if they work under the direction of a program supervisor at the school but have gone through the employee fingerprint clearance (FBI and DOJ)?**

They do not need to earn the ASCC unless they are supervising, coaching, or directing the pupil activity program.

- 3. Does the ASCC requirement apply to classified employees who work in the local employing agency's preschool or childcare programs?**

Only those individuals who supervise, direct or coach the pupil activity program are required to apply for an ASCC. This applies whether or not the person is in a classified position.

Note: If the individual holds a valid document issued by the Commission regardless whether it is required for the position, the individual is not required to obtain the ASCC.

- 4. Some local employing agencies have programs with a certificated staff member who is coordinating more than one after-school site. Each site has a classified site coordinator for the after-school program at that specific school. Does the school site coordinator need the ASCC?**

Yes.

- 5. If a classified employee of a local employing agency supervises, directs or coaches an after-school school-sponsored or affiliated program, would the criminal background clearance held by the district be sufficient for meeting these new requirements or is the ASCC required?**

The ASCC is required.

- 6. We have classified employees who coach sports and have fingerprint clearances on file with the local employing agency. Are they required to acquire the ASCC?**

Yes.

- 7. Does a security campus supervisor (responsible for supervising students) who stays after school supervising an after-school detention program for high school students need to earn an ASCC?**

Yes, if the security position is supervising or directing the pupil activity program itself and not just the campus premises, etc.

- 8. If the ASCC is denied, can an individual still work in classified position or does this mean that the individual cannot be around students even in a classified position?**
The individual may continue to work in a classified position that does not require an ASCC. If the ASCC is required for the classified position, the denial of the ASCC would preclude continuing in the position.

- 9. Do the following classified employees need an ASCC?**
Yes, if the individual is the supervisor or director of the pupil activity program.

Career Guidance Specialists- -ROP working with students individually and in groups

Workability Program that places special needs, high school students in jobs, and monitors their progress

Current classified employees who are also supervising a volunteer or other activity

A classified teacher's aide who is unsupervised with students

Health clerks and/or school office staff

Coaches

Rule of Thumb: *Head coaches need to apply for the ASCC if they are not already credential or permit holders. Generally, assistant coaches are not required to apply.*

- 1. If an assistant varsity coach is also the head coach of a junior varsity or freshman team, is the ASCC required?**
Yes, because as the junior varsity or freshman head coach, the individual is supervising, directing or coaching a pupil activity program.

- 2. If the head coach holds a valid teaching or services credential, do the assistant coaches need an ASCC?**
In most cases, the assistant coaches will not need to apply for the ASCC as they are not considered the supervisor or coach of the pupil activity program. However, individual circumstances may vary or the local employer may choose to have these individuals apply for the ASCC.

- 3. Is an athletic director required to hold an ASCC?**
Yes, if the athletic director is supervising, directing or coaching a pupil activity program and does not hold a valid Commission-issued document..

- 4. If a walk-on coach is serving under the direction of an Activity/Athletic Director, is the ASCC required?**
The local employing agency must determine if the Activity/Athletic Director and/or the walk-on coach is responsible for supervising, directing, or coaching the specific pupil activity program. The individual supervising, directing or coaching the pupil activity program must hold an ASCC or a valid Commission-issued credential or permit.

- 5. If a county office employee is coaching at an alternative school such as a continuation high school and currently holds a valid Emergency 30-Day Substitute Permit, is the ASCC required?**

In this scenario, since the individual holds a valid Commission-issued credential or permit, the ASCC is not required.

- 6. If a coach is on a services agreement, is the ASCC required?**

Regardless of the services agreement, if the coach is supervising, directing or coaching a pupil activity program such as a sport, the ASCC is required.

- 7. Can employees who are required to hold an ASCC be paid for coaching assignments even when they failed to get an ASCC?**

The payment of employees is a local employment decision and not within the purview of the Commission. However, if an individual is required to hold an ASCC and refuses or is unable to obtain the ASCC, then they should not be in the coaching assignment.

- 8. Are sports referees required to obtain an ASCC?**

No.

- 9. Are volunteer coaches exempt from the ASCC?**

Not if the individual is supervising, directing or coaching a pupil activity program.

- 10. Will a college student who is a coach but is planning to become a teacher need an ASCC and a Certificate of Clearance?**

In this scenario, the ASCC replaces the need for the individual to apply for the Certificate of Clearance but not vice versa.

- 11. Will local employing agencies still require fingerprinting for coaches?**

The requirements for fingerprinting at the local level have not changed as a result of this law.

- 12. If a coach has been fingerprinted for employment purposes, does that process have to be duplicated or can the coach simply fill out ASCC application?**

Fingerprints need to be retaken. DOJ requires dual fingerprinting because of the subsequent arrest notification process. This is the same requirement as for certificated personnel.

- 13. Do current volunteers or coaches who have been printed for employee fingerprint clearance need to apply for the ASCC?**

Yes, if the individual supervises, coaches, or directs the pupil activity program.

- 14. We have classified employees who coach sports and have fingerprint clearances on file with the local employing agency. Are they required to acquire the ASCC?**

Yes.

Fingerprint Clearance/LiveScan

Rule of Thumb: If a volunteer supervises, coaches or directs a pupil activity program, the ASCC is required.

- 1. Do current volunteers or coaches who have been printed for employee fingerprint clearance need to apply for the ASCC?**
Yes, if the individual supervises, coaches, or directs the pupil activity program.
- 2. Can an individual apply for the ASCC even if they are not required to hold an ASCC?**
Yes, an individual may apply even though the ASCC is not required for the position in which they are employed.
- 3. Since schools already have a DOJ clearance and fingerprint clearance for many individuals, does the DOJ fingerprint process have to be repeated?**
Yes, DOJ requires the dual fingerprinting because of the subsequent arrest notification process. This is the same requirement as for certificated personnel.

Each applicant will need to be fingerprinted for the Commission. Clearance received for employment purposes does not transfer to the Commission. Individuals who have received fingerprint clearance through other California agencies, employers, or other state or government agencies are NOT exempt from this process.
- 4. Is there a specific LiveScan form like the 41-LS?**
The ASCC application will use the Request for Live Scan Service form 41-LS: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
- 5. Can the LiveScan fingerprinting be submitted prior to the application?**
Yes, the fingerprints will be accepted prior to the application being submitted online and it is recommended that the fingerprinting be submitted two to three days prior to applying for the Certificate.
- 6. Since an employer is using the same LiveScan application for both the educator and ASCC process, should the job title or type of license, certificate, or permit field be changed to volunteer?**
No, the job title "Application for Teacher Credentialing:" must not be changed. If the job title line is modified in any manner, the FBI will not review the scan.
- 7. If an employing agency already requires DOJ fingerprint clearance for an individual that falls within this new law, why does the individual have to do the process again?**
The individual has only completed the employment DOJ fingerprint clearance. The clearance required for the ASCC is statewide, broader, and includes FBI clearance. Clearance received for employment purposes does not transfer to the Commission. Individuals who have received fingerprint clearance through other California agencies, employers, or other state or government agencies are NOT exempt from the fingerprint process.
- 8. If an individual holds a Certificate of Clearance and has not obtained a credential or does not plan to obtain a credential or permit, will new fingerprints be needed to apply for an ASCC?**
No, the individual needs only to use the Direct Online Application process and apply for the ASCC. Remember that Certificate of Clearances issued after July 1, 2007 expire after five years. If the individual has not earned a permit or credential from the Commission, they will need to apply for the ASCC if continuing to supervise, direct or coach a district-affiliated or sponsored pupil activity program.

- 9. If an applicant holds an ASCC, will the individual need to be re-fingerprinted to apply for a permit or credential?**

No, not as long as the ASCC is currently valid.

- 10. If the ASCC expires and individuals apply to renew it, will they have to be fingerprinted again?**

At this time if the ASCC expires, the individual may not need to be fingerprinted again if only a short period of time has passed since the expiration date. If fingerprints are necessary, the individual will be notified by the Commission when the new ASCC Direct Online Application is submitted.

- 11. A LiveScan operator changed the title on the form from "Application for Teacher Credential" to "Application to Volunteer" since the person was going to volunteer at the school district and not teach. Was this appropriate?**

No, the operator must use the Job Title "Application for Teaching Credential" regardless of what the individual will be doing. If the job title line is modified in any manner the FBI will not review the scan for the Commission. The 41-LS is coded for Commission use and the information must not be altered in any manner.

- 12. Will local employing agencies still require fingerprinting for coaches?**

The requirements for fingerprinting at the local level have not changed as a result of this law.

- 13. If a coach has been fingerprinted for employment purposes, does that process have to be duplicated or can the coach simply fill out ASCC application?**

Fingerprints need to be retaken. DOJ requires dual fingerprinting because of the subsequent arrest notification process. This is the same requirement as for certificated personnel.

- 14. What are the guidelines for rejection based on fingerprint results? Is it only if the individual has a serious or violent felony?**

No, the guidelines are the same as for credential holders and is not limited to only serious and violent felonies.

Lunchtime

Rule of Thumb: The law exempts volunteer supervisors for breakfast, lunch, or other nutritional periods from the ASCC requirements.

- 1. Does the lunch exemption apply to paid district employees? What about paid supervisors for breaks, lunch or other nutritional periods?**

The local employing agency will need to determine if lunch is a pupil activity program. If yes, the ASCC would be required.

- 2. We have a situation where a volunteer is working unsupervised with students during their lunch hour doing "character counts" activities. Would the individual fall into the category of needing an ASCC?**

Yes, if the individual is directing or supervising a pupil activity program.

Miscellaneous

- 1. If students are referred to a non-profit tutoring program by a local employing agency, is the program considered to be "affiliated?" What is the definition of "affiliated?"**
A referral by the local employing agency to a tutoring program would not make the tutoring program affiliated with the district. "Affiliated" means to be connected to or under the auspices of the school district.
- 2. Will the ASCC be included on the weekly download to the county offices of education?**
Yes, they will be included and the codes used will be sent to the county offices when they are available.
- 3. What penalty is there if an individual does not hold the ASCC and their employment requires they hold the document?**
This is a local level employment issue and not within the purview of the Commission.
- 4. Since the ASCC is a "certificate," will the holders be considered certificated or classified employees?**
The determination whether the ASCC holders will be considered certificated or classified is a local employment issue and is not within the purview of the Commission.
- 5. Is the ASCC an employment requirement or is it part of assignment monitoring?**
The ASCC is an employment requirement and does not fall within the parameters of the assignment monitoring process. It is the local agency's responsibility to ensure that individuals who fall within the provisions of the statute obtain the ASCC.
- 6. Does the ASCC requirement apply to outside speakers who come onto campus to address students?**
No.
- 7. Does the ASCC requirement apply to consultants/contractors who work on student productions, such as sound technicians for student plays and performances?**
No, unless they supervise, direct or coach the pupil activity program.
- 8. Are individuals who are already serving in positions grandfathered in?**
There is no grandfathering clause for individuals who are currently or have previously held positions that fall within the provisions of this law.
- 9. Can individuals be issued a Temporary County Certificate (TCC) while the ASCC application is in process or will the individual need to wait for issuance of the Certificate before serving?**
The law states that individuals applying for the ASCC may be issued a TCC through their employing LEA in accordance with Sections 44332 and 44332.5 while the application is being processed. The issuance of a TCC is not within the purview of the Commission.

10. Does the certificate have to be registered with the county office?

Please refer to Education Code section 44330. This is an employment issue and is not within the purview of the Commission.

11. If an individual is issued an ASCC while serving in one local employing agency and then moves to another, will the individual need to go through the ASCC process in the new local employing agency?

No, as long as the ASCC remains valid. The ASCC is not restricted to any specific employer; all employers statewide will be able to review the document using the online web look-up site.

12. Is there a bill to amend AB 1025. Can you tell me anything about that?

Commission staff has heard that there may be a bill to amend AB 1025. As of this writing, no significant amendment language is in print.

13. Are there any CPR/First Aid guidelines tied to the ASCC?

No.

14. For the exemption from the ASCC requirement for an individual holding a teaching credential or permit include child development permits?

Yes.

15. Will there be any issues with the certification of individuals under 18 years old?

No.

16. Will an employee be able to get paid if his/her ASCC has expired?

Paychecks do not fall within the purview of the Commission..

17. Are there any particular areas of the ASCC that will create liability for local school boards?

You may want to check with your legal department as this does not fall within the purview of the Commission.

Professional Fitness

1. If the Commission is informed that an ASCC applicant has a criminal conviction on his/her record that is not a serious or violent felony (such as driving under the influence of alcohol or a controlled substance), will the Commission share this information with the district?

If a case is opened and reaches the final stage of review then the school district will be informed of the review and the reason for it.

2. If the ASCC is denied, can an individual still work in classified position or does this mean that the individual cannot be around students even in a classified position?

The individual may continue to work in a classified position that does not require an ASCC. If the ASCC is required for the classified position, the denial of the ASCC would preclude continuing in the position.

- 3. What is the timeline to earn the ASCC if an individual answers ‘yes’ to a professional fitness question on the application form?**
It will depend on the case and the seriousness of the misconduct.
- 4. Do misdemeanors for traffic violations need to be disclosed?**
Yes.
- 5. What if an employee is not truthful on the online application? Is the Commission going to take all answers at face value or will the Commission investigate?**
All responses are reviewed and investigated as necessary.
- 6. If there is a question concerning a professional fitness issue, can the applicant contact the Commission or does the employing agency have to do it on their behalf?**
The applicant is required to apply directly and can contact the Commission’s Division of Professional Practice. See page one for contact information.
- 7. In regards to the reporting requirement, walk-on coaches are short-term employees working for just the season of the sport and may not be invited back. At what point are we expected to report that they have left the local employing agency?**
A district would be required to report if the person leaves because of or as a result of an allegation of misconduct.
- 8. Will local employing agencies be getting a form or a process by which we have to report when an ASCC employee leaves our employment?**
No, it is the same reporting requirement as any certificated employee who leaves because of or as the result of an allegation of misconduct.
- 9. If a coach or pupil activity supervisor is asked to leave because of/due to misconduct, how will future school employers know if there is no documentation of the event?**
If discipline is taken against the ASCC holder, it will be reported in the All Points Bulletin.
- 10. What are the guidelines for rejection based on fingerprint results? Is it only if the individual has a serious or violent felony?**
No, the guidelines are the same as for credential holders and is not limited to only serious and violent felonies.
- 11. If there is a subsequent arrest record, what is the timeline when the local employing agency will be notified?**
The statute does not require notification of arrests or convictions by the Commission to local employing agencies. The Commission will notify agencies of adverse action taken or recommended.

Volunteers

Rule of Thumb: *If a volunteer is supervised by a certificated individual or by the holder of an ASCC, the volunteer is not required to obtain the ASCC. But, if the volunteer supervises, coaches, or directs the pupil activity program, the ASCC is required.*

- 1. Do individuals driving on field trips or to a sports activity, or individuals chaperoning field trips such as day trips or week long environmental education programs need an ASCC?**

If the parents are not supervising the program, the ASCC would not be required. In most cases these individuals are not supervising, directing, or coaching a pupil activity program. However, individual circumstances may vary or the local employer may choose to have these individuals apply for the ASCC.

- 2. We have a situation where a volunteer is working unsupervised with students during their lunch hour doing “character counts” activities. Would the individual fall into the category of needing an ASCC?**

Yes, if the individual is directing or supervising a pupil activity program.

- 3. Would individuals serving as intern teachers/service providers or individuals completing their practicum need an ASCC?**

Individuals serving as interns should hold an intern credential and the ASCC is not required. The local employing agency should check if individuals completing their practicum hold a Commission-issued credential or permit. If they do not, the employer will need to determine if the individual is directing or supervising a pupil activity program.

- 4. Do current volunteers or coaches who have been printed for employee fingerprint clearance need to apply for the ASCC?**

Yes, if the individual supervises, coaches, or directs the pupil activity program.

- 5. A LiveScan operator changed the title on the form from "Application for Teacher Credential" to "Application to Volunteer" since the person was going to volunteer at the school district and not teach. Was this appropriate?**

No, the operator must use the Job Title "Application for Teaching Credential" regardless of what the individual will be doing. If the job title line is modified in any manner the FBI will not review the scan for the Commission. The 41-LS is coded for Commission use and the information must not be altered in any manner.

- 6. Do the following volunteer positions require the ASCC?**

No, unless they supervise, direct or coach a pupil activity program.

- **Foster grandparents in the classroom daily through an outside organization sponsored by the county.**
- **Child care for evening parent meetings.**
- **Military recruiters who recruit on campus.**
- **Booster club presidents.**
- **Judges at the science fair and/or academic decathlon coaches who assist a certificated or classified employee.**
- **High school and college students who volunteer on campus and who report to a classified employee.**
- **Parent volunteering at lunch recess, supervising a garden club or any other club.**