



## Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-5953 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Division of Professional Practices*

February 15, 2018

### MEMORANDUM

To: All Individuals and Groups Interested in the Work of the Committee of Credentials of the California Commission on Teacher Credentialing

From: Mary Vixie Sandy  
Executive Director

Vanessa C. Whitnell  
Director of the Division of Professional Practices

Subject: Committee of Credentials Recruitment Bulletin

The Commission on Teacher Credentialing has declared alternate positions for an Elementary Teacher on the Committee of Credentials. The Commission asks that you post and circulate the attached recruitment bulletin and make copies of the application form available to all persons who may wish to be considered for appointment. Copies of the application can also be found on the Commission's website at <http://www.ctc.ca.gov>. The enclosed materials provide all necessary information.



**The Commission on Teacher Credentialing invites applications from qualified persons to serve in the Elementary Teacher position on the Committee of Credentials.**

**Final Filing Date: Until Filled**

**Requirements for Applicants**

The Commission on Teacher Credentialing (CTC) is seeking applications for the following vacancy:

**Alternate positions for Elementary Teacher. Applicants must be a *full-time certified classroom teacher* in the public elementary schools with no less than five (5) years of classroom experience.**

**The Work of the Committee**

A member of the Committee of Credentials (Committee) participates in meetings to review allegations of misconduct and unfitness to teach for which applicants for issuance of credentials may be denied, or holders of credentials may be privately admonished, publicly reprimanded, suspended or revoked.

The Committee meets once a month to carefully review investigations into the fitness of the persons to perform the duties authorized by the credential applied for or held. The Committee then makes a decision whether or not to recommend discipline.

**Selection Procedure**

The procedure will consist of an initial review of applications for selection of candidates to be interviewed by the CCTC. Applicants selected for an interview will receive written notice.

In addition to evaluation of an applicant's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on the evaluation of each applicant's:

**A. Knowledge of:**

1. Community standards of behavior as applied to certificated public school employees.
2. Community attitudes toward public school education.
3. Circumstances and conditions under which certificated persons are employed.
4. Evaluation of evidence.
5. Elementary parliamentary procedure.

**B. Ability to:**

1. Analyze, appraise, and apply sound judgment regarding allegations of misconduct and unfitness to teach.
2. Read and comprehend investigative files in a limited amount of time.
3. Maintain a fair and impartial attitude without bias or prejudice.
4. Communicate effectively.
5. Establish and maintain cooperative working relationships with other Committee members and staff.
6. Demonstrate sensitivity to the rights and concerns of the public, the teaching profession, school employers and persons charged with misconduct.

## **GENERAL INFORMATION ON APPOINTMENT TO THE COMMITTEE OF CREDENTIALS**

The Committee of Credentials (Committee) meets in Sacramento, usually on the Wednesday, Thursday, and Friday of the third or fourth week of each month. Members generally must spend at least one-half day immediately preceding each meeting reviewing files and materials at the Commission offices. Regular and reliable attendance is mandatory, although absence for good cause may be excused.

The Committee spends many hours reading investigative reports, weighing evidence, questioning credential applicants and holders, and deliberating and making recommendations that affect the lives and livelihoods of persons before it; all without revealing or disclosing to any other persons the information received through investigation or hearings.

Members of the Committee serve without compensation, but receive their necessary travel expenses at rates set by the State Board of Control.

The Commission reimburses public school districts for the cost of any classroom substitutes needed as a result of a Committee member's attendance at a meeting.

Applicants should demonstrate that requirements for initial consideration are satisfied and, in addition, should provide complete information relative to educational background, work and professional achievements, community service and involvement.

Your application and resumé, if submitted, will be open to public inspection as a part of the selection process.

**The Commission on Teacher Credentialing provides an equal opportunity to all regardless of sex, race, religion, ancestry or disability. We encourage applications from a diverse cross-section of qualified applicants.**

Please type or print legibly, sign your application, and send or deliver it to:

Commission on Teacher Credentialing  
Division of Professional Practices  
ATTN: Kristin Silva  
1900 Capitol Avenue  
Sacramento, CA 95811-4213



**D. EDUCATION AND EXPERIENCE:**

1. Name and Location of College or Univ.	Course of Study	Completed		Degree	Date Completed
		Semester	Quarter		

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2. Business, Correspondence, Trade, or Service Schools	Course of Study
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3. Currently valid certificates of professional or vocational competence, licenses, and expiration dates.

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4. Membership in professional associations. Please include dates of membership.

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5. Evidence of recent educational involvement, i.e., committees/commissions. Please include dates of membership.

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**E. ADDITIONAL ACHIEVEMENTS:**

Summarize your accomplishments and involvement in community service which you believe would contribute to your value as a member of the Committee of Credentials:

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**F. ADDITIONAL BACKGROUND:**

The work of the Committee of Credentials requires sensitivity to or experience with community standards of behavior as applied to certificated persons. It also requires an ability to analyze evidence as it relates to such behavior and the circumstances and conditions under which certificated persons are employed. What skills/experiences do you have that will assist the work of the Committee?

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**G. PROFESSIONAL FITNESS QUESTIONS**

1. Have you ever been convicted of a felony or misdemeanor?

Yes  No

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes  No

(If yes, attach explanation)

3. Are you currently the subject of an inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes  No

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes  No

(If yes, attach explanation)

5. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes  No

(If yes, attach explanation)

6. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes  No

(If yes, attach explanation)

**You must obtain fingerprint clearance as part of the appointment process.**

**H. LETTERS OF RECOMMENDATION**

All applicants must provide at least two (2) letters of recommendation. These letters must be submitted with your application.

**VERIFICATION BY APPLICANT**

**I hereby certify that all statements made in this application are true and correct. I understand that if I am selected for appointment I must execute an Oath of Office and abide by the laws and rules applicable to officers of the State of California.**

\_\_\_\_\_  
**Signature**

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**Date**

You may attach a resumé and other materials you wish the Commission to consider.