



## Commission on Teacher Credentialing

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1900 Capitol Avenue Sacramento, CA 95811 916-322-4974 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Division of Professional Practices*

August 7, 2018

Dear Honorable School Board Members,

Thank you for taking the time to read this important correspondence. The Commission on Teacher Credentialing is requesting school board member applications to fill an upcoming anticipated vacancy on the Committee of Credentials (“Committee”).

By statute, Committee appointees are responsible for reviewing allegations of misconduct against credential holders and applicants to ensure public safety in California classrooms and the professional fitness of the educator workforce. The Committee members volunteer once per month for three consecutive days to carry out this significant duty. Filling the school board member position is mission critical.

If you are available to serve, I invite you to submit an application as soon as possible to Legal Analyst Kristin Silva at the following email address: [ksilva@ctc.ca.gov](mailto:ksilva@ctc.ca.gov). If you have questions or need assistance in filling out the application, you may also reach Kristin by phone at (916) 324-5953. The application is available at the following link: <https://www.ctc.ca.gov/educator-discipline/committee-of-credentials>.

Thank you for your consideration.

Very truly yours,

Vanessa C. Whitnell  
General Counsel and Division Director  
Division of Professional Practices  
Commission on Teacher Credentialing

cc: Executive Director Mary Vixie Sandy



## COMMITTEE OF CREDENTIALS

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

**Final Due Date: Until Filled**

### **Requirements for Applicants**

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

**School Board Member. Applicants must be a member of a governing board of any school district.** No person who is or has been employed in a certificated position in the public schools within the preceding five (5) years may be appointed as the school board member.

### **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**

\_\_\_\_\_  
**Date**

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