



Human Resource Services

New Coaching Requirements: AB 1025

Activity Supervisor Clearance Certificate (ASCC)

Background: Allow school districts and county offices of education to monitor coaches and volunteers in a more adequate way. Department of Justice/Federal Bureau of Investigation (DOJ/FBI) Clearances for employment are not as broad as the California Commission on Teacher Credentialing (CTC). CTC also enforces professional conduct standards and alerts future school district employers. Bill AB 1025 went into effect effective January 1, 2010; the application process became available online through the CTC website (www.ctc.ca.gov) in spring 2010; and became mandatory for employment effective July 1, 2010.

Who Must Apply?	<ul style="list-style-type: none"> • Non-certificated. • Paid or non-paid. • District or county sponsored or affiliated. • Paid by local employing agency. • Supervising, directing, or coaching a pupil activity program.
Checklist	<ol style="list-style-type: none"> 1. Is the program sponsored by OR affiliated with the School District or County Office of Education? 2. Does the individual supervise, direct, or coach the program? If YES to number one (1) <u>and</u> two (2), applicant MUST apply for an ASCC. 3. Does the individual already hold a valid California credential or permit? If YES, the applicant DOES NOT need to apply for an ASCC.
Exemption	<ul style="list-style-type: none"> • Specifically exempted are volunteer supervisors for breakfast, lunch, or other nutritional periods. • Charter Schools. • CTC valid document holders. • If you are not sure, refer to the Checklist above.
Application Process	<ul style="list-style-type: none"> • Applicant must log onto www.ctc.ca.gov, and submit an online application on their own. • Pay the application fee of \$57.00. • Fingerprint clearance. • CTC application processing usually takes 10 days.
Renewal Process	<ul style="list-style-type: none"> • Renew online ONLY. • ASCC is valid for five (5) years from the date of issuance. • Can renew as early as one year prior to expiration date. • If renewal is AFTER the expiration date, fingerprint clearance will be required again.
Resources	<ul style="list-style-type: none"> • For questions regarding the ASCC application process, contact Information Services at (888) 921-2682, Monday-Friday, 12:00 p.m. to 4:45 p.m. Email: credentials@ctc.ca.gov or infoservices@ctc.ca.gov. • For questions regarding professional fitness or the denial of an ASCC application, contact the Division of Professional Practices at (888) 921-2682 (select Option 5). Email: dppinfo@ctc.ca.gov.