CREDENTIAL APPLICATION PROCESS (PSL-P081)
Sacramento City Unified School District

1. SCOPE:

1.1. Procedure to verify the appropriate Credential Application Process.

2. RESPONSIBILITY:

2.1. Credential Specialist

3. APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

_____   _____
Signature   Date

4. DEFINITIONS:

4.1. SCTA – Sacramento City Teachers Association (certificated).

4.2. CCTC – Commission on Teacher Credentialing.

4.3. Credential—Certificate required from the CCTC stating that the employee can teach students within the district.

4.4. HRS—Human Resource Services.

4.5. BMI – BMI Imaging System is a company of Online Technology Group (OTG).

4.6. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.7. CL469—Emergency Permit Renewal Verification Form.

5. PROCEDURE:

5.1. Determine/Evaluate which type of credential is appropriate for applicant.

5.2. Compile application packet with appropriate applications/forms which could consist of (see PSL-W008):

   5.2.1. Application

   5.2.2. Transcripts

   5.2.3. CL469

   5.2.4. Verification of Experience

   5.2.5. Subject Matter exam results

   5.2.6. Letter of Agreement

   5.2.7. Temporary County Certificate

   5.2.8. Appropriate Fee

5.3. Send application packet to employee with due date for return and place reminder in "Pending" file.

5.4. When receive back from employee, make copies of all documents and fee.

5.5. Enter in ESCAPE in credential screen. (see PSL-W032)

5.6. Send application packet to CCTC.

5.7. Scan copy to employee personnel file in BMI.

6. ASSOCIATED DOCUMENTS:

6.1.1. Credential Application (outside form)

6.1.2. Transcripts

6.1.3. CL469 (outside form)

6.1.4. Verification of Experience (outside form)

6.1.5. Subject Matter exam results

6.1.6. Letter of Agreement

6.1.7. Temporary County Certificate

6.1.8. Appropriate Fee

7. RECORDS RETENTION TABLE

Identification	Storage	Retention	Disposition	Protection
Credential application packet	Employee Personnel File	Life of employee	Discard as Desired	Access Limited to HRS

8. REVSION HISTORY

Date:	Rev:	Description of Revision
12/03/04	A	Initial Release
01/19/05	B	Modified
03/30/07	C	Working Instruction # Change
09/21/07	D	Changed numbering format
10/08/07	E	Approval Authority department name change