
CREDENTIAL APPLICATION PROCESS (PSL-W008)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1. Credential Application Process

2.0 RESPONSIBILITY:

- 2.1. Credential Specialist

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1. Credential Specialist
- 3.2. California Commission on Teacher Credentialing
- 3.3. Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1. CCTC – California Commission on Teacher Credentialing.
- 4.2. BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.3. Credential—Certificate required from the CCTC stating that the employee can teach students within the district.
- 4.4. Analyst—Personnel Analyst
- 4.5. Applicant—Person who has applied to a certificated position.
- 4.6. CL-469—Emergency Permit Renewal Verification form.
- 4.7. CBEST—California Basic Education Skills Test
- 4.8. CORE--

5.0 WORK INSTRUCTIONS:

- 5.1. Request is received from Director, Analyst, or applicant to evaluate type of credential eligibility; either initial credential or renewal.
- 5.2. Determine/Evaluate which type of credential is appropriate for applicant by evaluating University units, coursework, and renewal requirements.
 - 5.2.1. Initial Emergency Single Subject Permit qualifies with BA Degree, passage of CBEST, and 18 semester units in subject area.
 - 5.2.2. Initial Emergency Multiple Subject Permit qualifies with BA Degree, passage of CBEST, and 10 semester units in varied CORE areas to equal 40 semester units.
- 5.3. Compile application packet with appropriate applications/forms which could consist of (all forms are located in left bottom drawer):
 - 5.3.1. Application (Initial in yellow and renewal in green). (outside form)
 - 5.3.2. Transcripts (Initial and renewal) (outside form)
 - 5.3.3. CL469 (Renewal) (outside form)
 - 5.3.4. Verification of Experience (Renewal) (outside form)
 - 5.3.5. Subject Matter exam results (Initial and renewal) (outside form)
 - 5.3.6. Letter of Agreement (Initial and renewal) (as appropriate)

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5.3.7. Temporary County Certificate (Initial and renewal)

5.3.8. Fee Schedule (\$55 for initial and renewal)

5.4. Send application packet to employee with due date for return and place reminder in "Pending" file (located right bottom drawer.)

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

5.6. Enter in ESCAPE in credential screen (see PSL-W045.)

5.7. Send application packet to CCTC.

5.8. Scan copy to BMI.

6.0 ASSOCIATED DOCUMENTS:

6.1. See above 5.3.1 – 5.3.8

7.0 RECORDS RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Credential application packet	Employee Personnel File	Life of employee	Discard as desired	BMI Company

8.0 REVISION HISTORY

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
12/03/04	A	Initial Release
10/08/07	B	Addition to Approval Authority