
SERVICE: Certificated
ISSUED BY: Pers. Research (08-04-09)
REPLACES: PG: E 6 (6-24-87)
REFERENCE: Education Code Sections 45034, 44252 and 44830; Board Rule 1916.
CHANGES: The credential filing fee is \$55, when submitting a paper application. When submitting an online application, the credential fee is \$57. For information on periodic fee changes contact Credentials, Contract and Compliance Services.

1. Definitions:

- a. A credential is an authorization to perform educational service in the public schools of California. Credentials are issued by the Commission on Teacher Credentialing in Sacramento.
- b. A temporary county certificate (TCC) is issued by the Los Angeles County Office of Education, and applied for through a school district to authorize salary payments to certificated employees whose credential or permit applications are being processed. The TCC is valid for one year. Application for the certificate is made by the District only after it has been determined that the applicant has met all requirements for the credential in question, and the credential application has been sent to Sacramento with the required documentation and fee.

2. Registration: No employee may be paid for certificated service unless he or she holds a valid California credential authorizing the type of service rendered and the credential has been registered in the Office of the County Superintendent of Schools (Education Code Section 45034). Registration through a Los Angeles County school district other than the Los Angeles Unified School District (LAUSD) is not sufficient to teach in the LAUSD. Verification must be on file in Credentials, Contract and Compliance Services or the Child Development Division Office for Children's Center Teachers.
3. Payroll Certification: The administrator of each school and office must certify on each payroll transmittal sheet that all certificated employees whose names appear on the form hold the credentials authorizing the service they are rendering (Board Rule 1916). It is recommended that a copy of each employee's credential be maintained in the school files.
4. New Employees: As part of the processing procedure, each new employee must appear at Credentials, Contract and Compliance Services, or the Child Development Division Office for Children's Center Teachers, to verify the possession of, or assistance in applying for, a California credential. In order to expedite this procedure, certain required documents, depending on the employee's credential status, must be furnished:
 - a. New employees who possess a valid California teaching credential should bring:
 - (1) A Commission on Teacher Credentialing (CTC) detailed website printout indicating credential type, subject(s), and valid dates.

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- b. New employees who have applied for a credential through a California teacher training institution should bring:
 - (1) Commission on Teacher Credentialing (CTC) detailed website printout indicating credential type, subject(s), and valid dates.
 - (2) The original verification of passage of CBEST, or proof of passage of other acceptable Basic Skills exam.

- c. New employees, from out-of-state, who have applied for a credential directly to the Commission on Teacher Credentialing should bring:
 - (1) A complete set of official (imprinted seal) transcripts from each junior college, college, or university attended.
 - (2) Original, or website printout, of each out-of-state and/or California credential ever held, indicating license type, subject, and valid dates.
 - (3) If applicable, an original letter(s) verifying full-time teaching experience on letterhead stationary of the school district, signed by the superintendent, assistant superintendent, or director of personnel of the district or districts where the teacher was employed. The letter must include dates, grade(s), and/or subjects taught; it is preferable that the dates be "from – to", e.g., "September 12, 1979 to June 18, 1980." Original, or photocopies of two satisfactory performance evaluations from two separate years of successful service may also be required.
 - (4) The original verification of passage of CBEST, or proof of passage of other acceptable Basic Skills exam.
 - (5) If applicable, the original notification form of the score on the California Subject Examinations for Teachers (CSET). The score must be from a CSET administered within the last five calendar years from the date of application.

- d. New employees who need assistance in applying for a first-time California teaching credential should bring:
 - (1) Original document of each out-of-state credential ever held.
 - (2) A complete set of official (imprinted seal) transcripts from each junior college, college, or university attended.

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- (3) If applicable, an original letter(s) verifying full-time teaching experience on letterhead stationary of the school district, signed by the superintendent, assistant superintendent, or director of personnel of the district or districts where the teacher was employed. The letter must include dates, grade(s), and/or subjects taught; it is preferable that the dates be "from – to", e.g., "September 12, 1979 to June 18, 1980." Original, or photocopies of satisfactory performance evaluations from two separate years of successful service may also be required.
 - (4) The credential fee is currently \$55.00 for a first time California credential applicant, plus fingerprints. The fingerprints are processed through the District, and, once employed, the fees are taken from two consecutive payroll checks. The online renewal fee is currently \$57.00. Due to periodic fee changes, the District Credentials, Contract, and Compliance Services should be contacted for current fee schedules. Fees must be paid with Cashier's Check, or Money Order.
 - (5) If applicable, the original notification form of the score on the California Subject Examinations for Teachers (CSET). The score must be from a CSET administered within the last five calendar years from the date of application.
 - (6) The original verification of passage of CBEST, or proof of passage of other acceptable Basic Skills exam.
- e. New employees recruited outside of California who have NOT passed the CBEST should bring items (1) through (5) listed in Section 4.d. above.

Teachers recruited outside of California who have not passed the CBEST, or an acceptable Basic Skills exam, will qualify for a Preliminary credential, but will be required to take and pass an acceptable Basic Skills exam within one year from the issuance date of their California credential, to continue employment in California.

- f. New, California trained, employees who need assistance in applying for renewal of a California teaching credential which has expired or is about to expire, should bring:
- (1) Originals, or website printout(s), of all California credentials ever held.
 - (2) The renewal fee is currently \$55.00, or \$57.00 when renewed online. Due to periodic fee changes, the District Credentials, Contract, and Compliance Services should be contacted for current fee schedule, and renewal instructions, as many credentials must now be applied for via the online process. Fees must be paid with Cashier's Check, or Money Order.
 - (3) Copies of all communications and the evaluation letter(s) from the Commission on Teacher Credentialing.

- (4) If applicable, the original notification form of the score on the California Subject Examinations for Teachers (CSET). The score must be from a CSET administered within the last five calendar years from the date of application.

5. Current Employees:

a. Credential Renewal.

- (1) Most teaching credentials expire on the first of the month throughout the year. Since salary warrants cannot be drawn for employees whose credentials have expired, it is imperative that employees take steps to renew expiring credentials prior to the expiration date. The renewal of a credential is the responsibility of the employee. Renewals are currently processed through the state online renewal system at www.ctc.ca.gov. The current online fee is \$57.00.
- (2) As a courtesy to current employees, Credentials, Contract, and Compliance Services notifies, by mail, each employee whose credential is expiring. This notification includes the necessary instructions, and/or forms for credential renewal.

b. Addition of a Teaching Authorization to a Current Credential.

Often an employee who has completed exam(s), or additional coursework, will wish to add to his or her current credential new subject(s)/authorization(s). Since subject fields may be added to some credentials, but not to others, employees should contact Credentials, Contract, and Compliance Services for information and assistance before making application.