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

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**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 received, place in 1A bottom drawer (with 5(w/cla)5(w/cla)5(w/cla)5(w/243)5(BDC ke copila)5sT