



ADMINISTRATIVE PROCEDURE

CATEGORY: Personnel, Certificated Staff
SUBJECT: Registration and Control of Credentials

A. PURPOSE AND SCOPE

- 1. To provide administrative procedures governing registration and control of credentials of all employees holding certificated positions.
- 2. **Related Procedure:**
Placement, transfer, and reassignment of contract teachers..... 7276

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: I-3000, I-3010; Education Code Sections 32340, 32341, 44330-44355, 44857, 44860, 44863.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
- 2. **Definition. Credential:** A certificate, credential, permit, or life diploma that, singly or in combination, licenses the holder to engage in the school service in California as designated in the document or documents.
- 3. **Responsibilities**
 - a. **Certificated employees** register credentials and credential renewals with the Human Resource Services Division.
 - b. **Human Resource Services Division**
 - (1) Input credential information to employee database.
 - (2) Determine that the employee qualifies for the appropriate credential for the assignment before the “Personnel Assignment Authorization” is completed and routed electronically to the Payroll/Employee Benefits Department, Human Resources Services Division.
 - (3) Make annual audit of all credentials; notify employees of pending credential expirations.

- (4) Notify appropriate Human Resources Officer to place employees without proper credentials on unpaid administrative leave.
- (5) Counsel and assist employees and applicants for employment concerning credential requirements and applications.
- c. **Information Technology Department**, prepares credential control list of employees on payroll roster who have no credential data on file or whose credentials have expired.
- d. **Principal/department head**
 - (1) Reviews credentials prior to initial assignment or subsequent reassignment of all certificated employees.
 - (2) Notifies the Human Resource Services Division of all assignments and assignment changes by completing and routing personnel assignment authorization forms electronically.

D. IMPLEMENTATION

1. New Certificated Employees

- a. **Management employee in charge of placements/transfers** makes initial placement in accordance with credential; completed "Personnel Assignment Authorization" and routes to the Human Resource Services Division.
- b. **Human Resource-Services Division** ascertains that the employee qualifies for the appropriate credential for the assignment before the "Personnel Assignment Authorization" is completed and routed electronically to the Payroll/Employee Benefits Department. If the credential has been applied for but not issued, the Credential Unit will obtain the employee's signature on the "Application for Temporary County Certificate" form as stipulated under Education Code Section 44332.

2. Continuing Certificated Employees (Assignment Changes)

- a. **Principal/department head**, prior to making assignment change, checks employee credential status in assignment book; notifies the Human Resource

Services Division of all changes by completing a "Personnel Assignment Authorization."

- b. **Human Resource-Services Division** audits credential against assignment; reviews questions with responsible principal/department head; makes adjustments in accordance with Education Code requirements.
3. **Credential Renewals**
 - a. **Human Resource Services Division** monitors expiration dates of temporary credentials on a monthly basis; notifies employee at least two months in advance of expiration date of credential.
 - b. **Employee** prepares application for renewal; upon receipt, submits credential to the Human Resource Services Division for registration.
4. **Credential Counseling and Records**
 - a. **Human Resource Services Division**
 - (1) Counsels applicants and employees concerning credential requirements and provides application forms; forwards completed applications to the commission on teacher preparation and licensing.
 - (2) Receives and inputs credential information to employee database; maintains reference files of credential records.
 - (3) Reviews and approves all assignment changes noted on personnel assignment authorization.
 - (4) Makes annual audit of assignments and credentials; prepares list of certificated employees teaching any course outside major or minor specified on their credentials; submits list through normal channels for Board of Education approval.
 - (5) Notifies appropriate Human Resources Officer to place employees on unpaid administrative leave whose credential has expired or who does not have a proper credential on file.

b. Payroll/Employee Benefits Department

- (1) Before inputting to employee database, ascertains that approval initials of the Human Resource Services Division credentials clerk are entered on personnel assignment authorization electronically.
- (2) Obtains computer printouts of credential information, and of assignment books "A," "B," and "C" containing current credential status of each certificated employee, for reference by the Human Resource Services Division, other central offices, and individual schools.

E. FORMS AND AUXILIARY REFERENCES

1. Credential Record, used by the Human Resource Services Division
2. Authorization to Work, issued by the Human Resource Services Division
3. Personnel Assignment Authorization (electronic)
4. Application for Credential Authorizing Public School Service, State of California Form 41-4, 241-REN, available from the Human Resource Services Division
5. Certification Concerning Application for Issuance of Credentials, Form A 120, available from the Human Resource Services Division
6. Assignment Books "A," "B," and "C," issued by the Payroll/Employee Benefits Department

F. REPORTS AND RECORDS

G. APPROVED BY



Interim General Counsel, Legal Services
San Diego Unified School District