



CREENTIAL UPDATE

August 28, 2013



Announcement: Effective August 27, 2013 the San Luis Obispo County Office of Education will no longer issue Temporary County Certificates to fill “the gap” if a credential holder performs the duties as a certificated employee with an expired credential.

What does this mean for certificated employees?

If a certificated employee performs services that require a credential without a valid credential, the San Luis Obispo County Office of Education **does not** have the authorization to release your pay check for the time period worked while the credential was expired per the Education Code. The affected certificated employee will not receive his/her paycheck for that time period until the Commission on Teacher Credentialing (CTC) reviews the employee’s application and supporting documents. The Commission may take up to four (4) months to review the application. Ultimately it is up to the Commission as to whether or not the San Luis Obispo County Office of Education can release the employee’s paycheck for that time period. This is not a District decision nor does the District have any authority in this matter.

What are the steps the employee and the District must take to request the release of the paycheck?

1. SLOCOE sends to the Lucia Mar Human Resources Department a monthly credential/payroll audit if any certificated employees have questionable expiration dates. SLOCOE places a hold on releasing these paychecks.
2. Human Resources automatically reviews the employee’s records on file with CTC, pending applications, personnel records, and/or internship records for clarification of the audit findings.
3. If the employee indeed has performed services without a valid credential, the employee is automatically notified that same day by Human Resources of the credential expiration notice and the following actions to be taken by the employee and the District, which include:
 1. Renew online immediately at www.ctc.ca.gov
 2. Report to Human Resources to complete the CTC form CL-224 which requires an explanation from the employee as to why he/she has rendered service without a valid credential. The employee must also provide a copy of the receipt to Human Resources that reflects that the employee has paid to renew his/her credential.
4. The CL-224 form and receipt are then forwarded to the San Luis Obispo County Office of Education for processing with CTC.
5. CTC will notify the employee, the District, and SLOCOE of their recommendation as to whether or not the paycheck will be released. It may take up to four (4) months from the time the CL-224 is processed and CTC reviews the application. The employee’s paycheck will not be released until confirmation is received from CTC.

Check the status and keep your credential up-to-date with these simple tools:

- Go to the California Teacher’s Credential Website www.ctc.ca.gov and click on the Online Services for Educators tab. Follow the online steps to view and/or renew your credential(s).
- Log into your SubFinder account and select the **Certifications** tab to review the current certifications on file with the District. SubFinder will automatically send a renewal notice to your District email account if a certification is expiring within 30 days of the expiration date on file. SubFinder will automatically announce a credential expiration notification up to 30 days in advance if you are calling into the system. It will continue to remind you every time you call into the system until you have notified Human Resources of the renewed certification(s).