



HUMAN RESOURCE SERVICES
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Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

DATE: February 25, 2019 (credential email address updated)

TO: All Certificated Employees
All Certificated Substitute or Temporary Employees

FROM: Cindy Nguyen,
Employee Relations Director

SUBJECT: **MAINTENANCE AND INDIVIDUAL RESPONSIBILITY OF HOLDING A VALID CREDENTIAL**

This memorandum is a reminder that it is the responsibility of the individual credential holder to ensure that the appropriate and valid teaching or services credential is on file with The Commission on Teacher Credentialing (CTC), as well as with the Human Resources Department. Failure to do so will affect your employment status with the district.

As a certificated employee, you are sent a reminder directly by CTC for renewal by email, as well as a Courtesy Notice mailed to the employee's last known home address on file from the Human Resources Department approximately six (6) months prior to the expiration date. You may want to note the expiration date on your Outlook calendar as a reminder. Employees that are eligible to renew online through www.ctc.ca.gov must do so **prior** to the expiration date. For certificated employees who are currently enrolled in a University sponsored credentialing program, you must contact your University directly for assistance. For employees that are currently enrolled in our SCUSD Teacher Induction Program to clear their preliminary teaching credential, you may contact the Induction Office at (916) 643-2159. For all other inquiries contact the Human Resources Department for assistance, information or guidance.

To ensure accuracy of your credential and renewal requirements, log onto CTC's website at www.ctc.ca.gov. Prior to the expiration date, employees are required to show evidence of meeting the renewal requirements, if applicable, that CTC had set forth on their website.

At any time, staff from Human Resources Department, including our Credential Auditor may reach out to inquire about an update on your credential or renewal status. The purpose is to ensure that all certificated employees in the District are in compliance with internal and external audits and the Education Code set forth for school district employees. If you receive an inquiry from our office, you are required to respond in a timely manner. If you receive a letter or email directly from CTC requesting additional information regarding your credential application, you are required to contact our Credential Auditor immediately as the requests are time sensitive. This will allow staff to assist, support and guide certificated employees on what you will need to do in order to remain in compliance.

If you have any questions, please feel free to send an email to: credentials@scusd.edu or call (916) 643-2152.