



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7210

PAGE: 1 OF 4

CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **12-23-74**

SUBJECT: **Registration and Control of Credentials**

REVISED: **6-27-03**

**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 Resources 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 Resources Division.
  - b. **Human Resources Division**
    - (1) Input credential information to employee database.
    - (2) Determine that the employee qualifies for the appropriate credential for the assignment before the "Assignment Authorization" form is signed off and sent to the Payroll/Employee Benefits Department, Human Resources Division.
    - (3) Make annual audit of all credentials; notify employees of pending credential expirations.

- (4) Notify appropriate staffing administrator 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, Business Operations Division, Office of School Site Support**, prepare 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) Review credentials prior to initial assignment or subsequent reassignment of all certificated employees.
  - (2) Notify the Human Resources Division of all assignments and assignment changes by completing and submitting assignment authorization forms.

## **D. IMPLEMENTATION**

### **1. New Certificated Employees**

- a. **Management employee in charge of placements/transfers** makes initial placement in accordance with credential; submits "Assignment Authorization" form to the Human Resources Division.
- b. **Human Resources Division** ascertains that the employee qualifies for the appropriate credential for the assignment before the "Assignment Authorization" form is signed off and sent 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 Resources Division of all changes by submitting "Assignment Authorization" form.

- b. **Human Resources 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 Resources 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 Resources Division for registration.

### 4. **Credential Counseling and Records**

#### a. **Human Resources 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 assignment authorization forms.
- (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 staffing administrator 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 Resources Division credentials clerk are on assignment authorization forms.

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PAGE: **4 OF 4**

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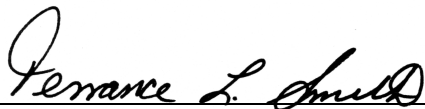
- (2) Obtains computer printouts of credential information, and of assignment books "A," "B," and "C" containing current credential status of each certificated employee, for reference by the Human Resources Division, other central offices, and individual schools.

**E. FORMS AND AUXILIARY REFERENCES**

1. Credential Record, used by the Human Resources Division
2. Authorization to Work, issued by the Human Resources Division
3. Assignment Authorization, Stock Item 22-A-7225
4. Application for Credential Authorizing Public School Service, State of California Form 41-4, 241-REN, available from the Human Resources Division
5. Certification Concerning Application for Issuance of Credentials, Form A 120, available from the Human Resources Division
6. Assignment Books "A," "B," and "C," issued by the Payroll/Employee Benefits Department

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education