

LAKE COUNTY OFFICE OF EDUCATION  
Office of Superintendent

**Issuing of Temporary County Certificates to Qualified Individuals**

**ISSUE**

The County Board of Education will discuss the issuing of Temporary County Certificates to qualified individuals.

**PREVIOUS ACTIVITY**

Within Lake County, the County Superintendent of Schools or designee has issued Temporary County Certificates to qualified individuals for the purpose of pay.

**DISCUSSION**

California Education Code prohibits the payment of salary or compensation to individuals who complete certificated work who do not possess a valid California credential. EC 44332 allows County Boards of Education to issue a Temporary County Certificate (TCC) to qualified individuals whose credential applications are being processed by the California Commission on Teacher Credentialing (CTC). The TCC allows school districts within the county to legally pay an employee for certificated work. The CTC can take months to process a new credential application. When districts send an individual to the credential analyst, time is usually of the essence. The district needs the employee to start teaching as soon as possible. Waiting for the next County Board of Education meeting is frequently not practical. The County Superintendent or designee may continue to issue TCCs with the approval of the County Board of Education. A quarterly report will be generated for the County Board of Education to review who has been issued a TCC, what credential they have applied for, and where they are employed. It is suggested that this report be a consent agenda item.

**FISCAL, STAFFING AND FACILITIES ISSUES**

Staff time to generate a report.

**RECOMMENDATION**

The County Superintendent recommends approval, authorizing the County Superintendent or designee to issue Temporary County Certificates.

Report prepared by Brock Falkenberg, County Superintendent of Schools.

APPLICATION FOR  
TEMPORARY COUNTY CERTIFICATE

COUNTY OF EMPLOYMENT: \_\_\_\_\_

REQUEST (To be completed by applicant)

NAME: \_\_\_\_\_ MAIDEN: \_\_\_\_\_  
Last First Middle

ALL FORMER NAMES: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Street & No. City/State/Zip

NAME OF CREDENTIAL BEING APPLIED FOR: \_\_\_\_\_

Filed through one of the following:  CTC Direct  College  County  District

EMPLOYEE AFFIDAVIT: Not to be completed by applicant if any of the following apply:

1. The fitness of applicant to hold this credential or any credential is currently under review by the Committee on credentials.
2. Applicant has an appeal currently pending from prior denial of this credential by the Commission or Committee of Credentials.
3. Applicant's credentials are currently under disciplinary suspension or revocation.
4. Applicant is aware he does not meet minimum requirements for credential sought.

I certify (or affirm) under penalty of perjury that I have provided true and accurate statements of all facts relating to my professional and personal qualifications for the performance of service requiring certification; and that I have submitted my complete application for Credential Authorizing Public School Service to the Commission on Teacher Credentialing together with the required fee. I am aware that such application may be denied on any of the grounds provided by Education Code Section 44345 or 44346, but to the best of my knowledge no reason exists why I should not be issued this certificate or permit.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER AFFIDAVIT (To be completed by employing official)

I certify (or affirm) under penalty of perjury that I have made diligent inquiry into the qualifications and fitness of this applicant, and based upon his or her statements and documents which I believe to be true and accurate, I have determined that he or she has all qualifications required by law for the performance of service requiring certification except actual possession of a certificate, and further, that he or she has submitted to the Commission on Teacher Credentialing his or her complete application for a Credential Authorizing Public School Service, together with the required fee.

Based upon such information and believe, and by authority of my office and Section 44332 of the Education Code, I hereby authorize issuance of a temporary certificate for the purpose of authorizing salary payments to this applicant for his or her services to be performed pending issuance of a regular certificate.

\_\_\_\_\_  
Authorizing Officer

\_\_\_\_\_  
School District

\_\_\_\_\_  
Title

\_\_\_\_\_  
County

CERTIFICATE (To be completed by County Superintendent/Designee)

This is to certify that a temporary county certificate is issued to the person named above under the authority of Section 44332 of the Education Code.

This certificate is valid for service in the schools of this county from \_\_\_\_\_ to \_\_\_\_\_ or until the credential applied for is either granted or denied by the Commission on Teacher Credentialing, or the application is withdrawn by the applicant.

SIGNATURE: \_\_\_\_\_