



BEVERLY HILLS

UNIFIED SCHOOL DISTRICT

EDUCATION REIMAGINED

SUBSTITUTE TEACHER'S HANDBOOK

May, 2023

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GENERAL INFORMATION

The Community

Beverly Hills, with a population of 34,000 residents, is bounded on all sides by the City of Los Angeles. It is eight miles west of the Los Angeles Civic Center and six miles from the Pacific Ocean. Although noted for its many celebrity residents, the city has a population that primarily consists of the professional and business people.

Many residents have been attracted to Beverly Hills because of their high regard for the school district's educational program. Because of strong cultural, artistic and educational backgrounds parents expect an outstanding instructional program and are committed to excellence in education.

The District

The Beverly Hills Unified School District consists of three TK-5 Elementary Schools, one 6-8 Middle School and one 9-12 High School. The TK-12 enrollment is approximately 3,300 students.

The district employs approximately 320 certificated and 234 classified personnel. The staff is extremely dedicated and highly qualified.

BHUSD is recognized nationally as a leader in education. Students have consistently scored far above national averages on standardized achievement tests.

A five member Board of Education is elected by voters to staggered, four-year terms. The Superintendent serves as the District's chief administrative officer and as secretary to the Board of Education.

Board of Education

Noah Margo, President
Dr. Amanda Stern, Vice President
Rachelle Marcus, Member
Judy Manouchehri, Member
Mary Wells, Member

District Administration

Dr. Michael Bregy, Superintendent
Laura Collins-Williams, Assistant Superintendent, Student Services
Raphael Guzman, Assistant Superintendent, Business Services
Dustin Seemann, Assistant Superintendent, Education Services
Dr. Matthew Horvath, Assistant Superintendent, Personnel Services



BEVERLY HILLS
UNIFIED SCHOOL DISTRICT
EDUCATION REIMAGINED

255 SOUTH LASKY DRIVE
BEVERLY HILLS, CA 90212

BHUSD.ORG
P 310-551-5100

Dear Substitute Teacher,

Welcome to the Beverly Hills Unified School District. As a substitute teacher you are a valuable member of our educational team. Without you, we could not fulfill our mission of providing a positive and challenging learning environment for our young people. The information contained in this handbook is intended to assist you in performing your duties.

Substitute teacher pay for the 2022-2023 school year is \$221.43 per day for short term (less than 16 days in one assignment) and \$286.76 per day for long term (after reaching the 16th consecutive day in same assignment).

Again, on behalf of our staff and students, thank you for joining our educational team, and the best of luck to you in your professional service to our district.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Horvath', is written over a horizontal line.

Matthew Horvath, Ed.D.
Assistant Superintendent, Personnel Services

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

**255 South Lasky Drive
Beverly Hills, CA 90212
(310) 551-5100
<http://bhusd.org>**

SCHOOLS AND PRINCIPALS

Hawthorne School

624 N. Rexford Drive, 90210
(310) 229-3675
Fax: (310) 276-5023

Sarah Kaber, Principal
Kevin Painter, Assistant Principal

Horace Mann School

8701 Charleville Boulevard, 90211
(310) 229-3680
Fax: (310) 652-8841

Craig Bugbee, Principal
Molly Hwang, Assistant Principal
Christopher Regan, Assistant Principal

Beverly Vista Middle School

200 S. Elm Drive, 90212
(310) 229-3669
Fax: (310) 275-3532

Dr. Kelly Skon, Principal
Sarah Perkins, Assistant Principal-6th
Joseph Little, Assistant Principal-7th
Richard Waters, Assistant Principal-8th

Beverly Hills High School

241 Moreno Drive, 90212
(310) 229-3685
Fax: (310) 286-7446

Kim Decatrel, Co-Principal
Drew Stewart, Co-Principal
Phil Chang, Assistant Principal
Samantha Jung, Assistant Principal

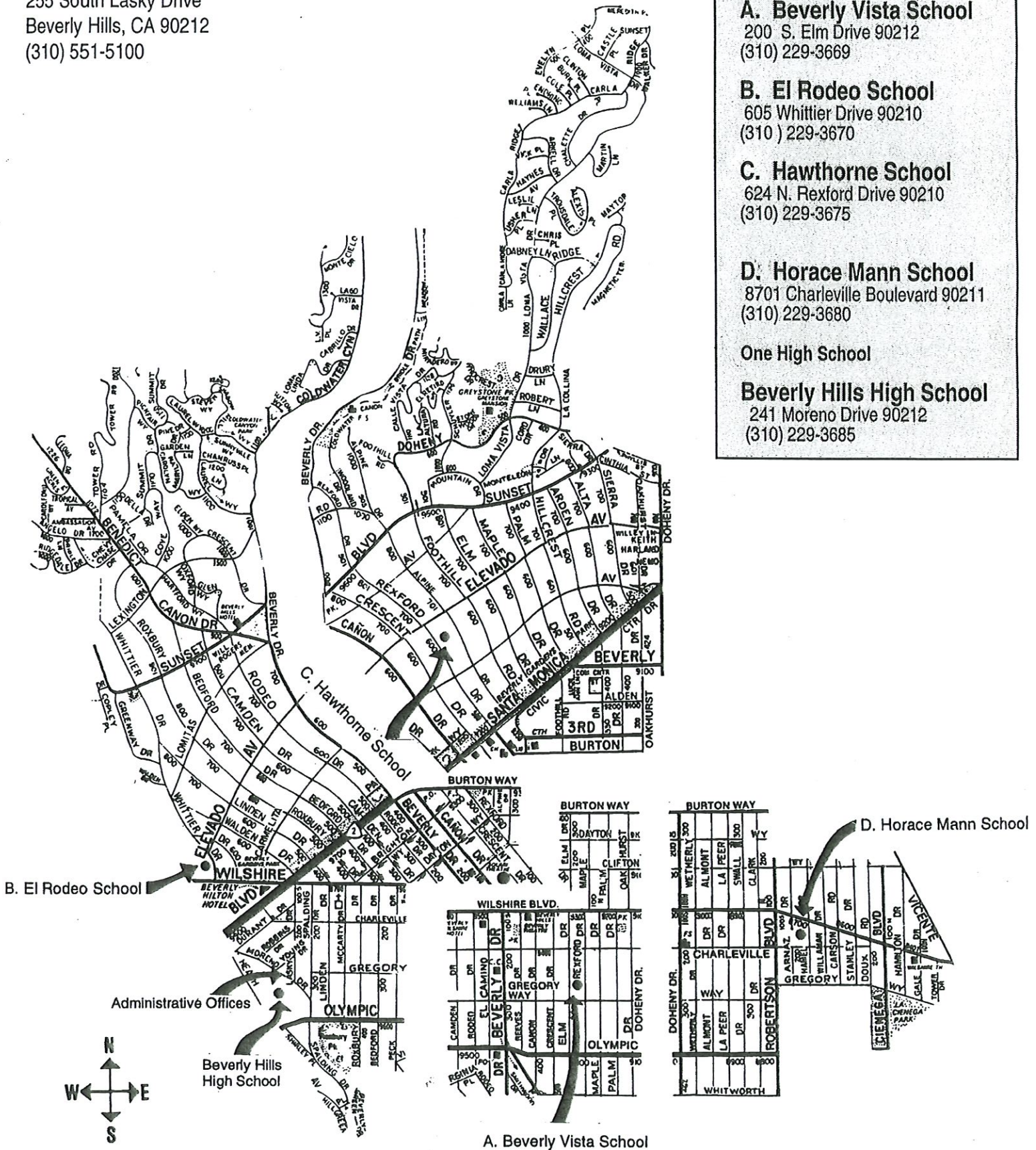
Moreno Continuation High School

255 South Lasky Drive, 90212
(310) 229-3685 ext. 8100
Fax: (310) 286-7446

Dustin Seemann, Asst. Supt., Education
Services
Loren Newman, Program Coordinator

Beverly Hills Unified School District

255 South Lasky Drive
Beverly Hills, CA 90212
(310) 551-5100



Four Elementary Schools

A. Beverly Vista School

200 S. Elm Drive 90212
(310) 229-3669

B. El Rodeo School

605 Whittier Drive 90210
(310) 229-3670

C. Hawthorne School

624 N. Rexford Drive 90210
(310) 229-3675

D. Horace Mann School

8701 Charleville Boulevard 90211
(310) 229-3680

One High School

Beverly Hills High School

241 Moreno Drive 90212
(310) 229-3685

This map is copyrighted 1988 and reproduced with permission granted by THOMAS BROTHERS MAPS. It is unlawful to copy or reproduce all or any part thereof for personal use or resale

This map indicates only the general boundaries of the Beverly Hills Unified School District. Specific addresses should be checked with individual schools or the district office.

BEVERLY HILLS UNIFIED SCHOOL DISTRICT CALENDAR 2022-2023



SEPTEMBER

M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

AUGUST

M	T	W	T	F	S
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29	30	31			

JULY

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31					

DECEMBER

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NOVEMBER

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OCTOBER

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31					

MARCH

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FEBRUARY

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Independence Day (observed) - July 4, 2022
Pupil Free Day - August 10, 2022
Staff Development Days - August 11 & 12, 2022
School Opens/Classes Begin - August 15, 2022
Labor Day - September 5, 2022
Local Holidays - September 26 & 27, 2022
Local Holiday - October 5, 2022
Veterans Day - November 11, 2022
Thanksgiving - November 23 - 25, 2022
Pupil Free Day - December 22, 2022
Winter Recess - December 23, 2022 - January 6, 2023
Second Semester Begins - January 9, 2023
Martin Luther King Day - January 16, 2023
Staff Development Day - February 17, 2023
Presidents Day - February 20, 2023
Spring Recess - April 3 - 7, 2023
Memorial Day - May 29, 2023
Close of School/Last Day of Classes - June 1, 2023
Pupil Free Day/BHHS Graduation - June 2, 2023
Juneteenth (observed) - June 19, 2023
Staff Service Days - 3 | Staff Development Days - 3
Total Days of Instruction - 180

LEGEND

- = Legal Holidays
- = School Recesses
- = Staff Dev. Day (No School)
- = Local Holidays
- = TK-12 Pupil Free Day
- = Opening/Closing of School

BEVERLY HILLS UNIFIED SCHOOL DISTRICT CALENDAR 2023-2024



SEPTEMBER

M	T	W	T	F	S	S
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AUGUST

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JULY

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DECEMBER

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NOVEMBER

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OCTOBER

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MARCH

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FEBRUARY

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MAY

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APRIL

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22	23	24	25	26	27	28
29	30					

Independence Day (observed) - July 4, 2023
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Staff Development Day - August 11, 2023
School Opens/Classes Begin - August 14, 2023
Labor Day - September 4, 2023
Local Holiday - September 25, 2023
Veterans Day - November 10, 2023
Thanksgiving - November 22 - 24, 2023
Pupil Free Day - December 21, 2023
Winter Recess - December 22, 2023 - January 5, 2024
Second Semester Begins - January 8, 2024
Martin Luther King Day - January 15, 2024
Staff Development Day - February 16, 2024
Presidents Day - February 19, 2024
Spring Recess - April 1 - 8, 2024
Staff Development Day - April 26, 2024
Memorial Day - May 27, 2024
Close of School/Last Day of Classes - May 30, 2024
Pupil Free Day/BHHS Graduation - May 31, 2024
Juneteenth (observed) - June 19, 2024

Staff Service Days - 3 | Staff Development Days - 3
Total Days of Instruction - 180

LEGEND

- = Legal Holidays
- = School Recesses
- = TK-12 Pupil Free Day
- = Staff Dev. Day (No School)
- = Opening/Closing of School
- = Local Holidays

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

Child Abuse Mandated Reporter Acknowledgement Form

All Beverly Hills Unified School District employees must acknowledge that they are aware of the provisions of section 11166 of the California Penal Code and that they are mandated child abuse reporters under California Penal Code section 11165.7. California Penal code section 11166 requires that:

§ 11166. Report; duty; time

(a) Except as provided in subdivision (d), and in Section **11166.05**, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone follow-up call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written follow-up report.

* * * * *

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

* * * * *

(i) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a

report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

- (2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.
- (3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

California Penal Code section defines a mandated reporter as:

§ 11165.7. Mandated reporter

(a) As used in this article, "mandated reporter" is defined as any of the following:

- (1) A teacher.
- (2) An instructional aide.
- (3) A teacher's aide or teacher's assistant employed by any public or private school.
- (4) A classified employee of any public school.
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- (9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- (11) A Head Start program teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- (18) Any person who coaches or is a walk on-coach.

Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirements and a written disclosure of the employees' confidentiality rights.

School Districts that do not train the employees specified in subdivision (a) in the duties of child care custodians under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.

The absence of training shall not excuse a mandated reporter from the duties imposed by this article.

While the legal obligation to report applies to the aforementioned employees only, it shall be the policy of Beverly Hills Unified School District that all employees shall comply with the law's reporting procedures whenever they have knowledge of or observe a child in the course of their employment who they know or reasonably suspect to have been the victim of child abuse. The District will defend any employees who make a report consistent with this policy in the course of their employment against any actions or claims that may be made as a result of said report and will pay all expenses associated with such defense. Any failure to comply with this policy may subject an employee to disciplinary action.

The Child Protection Hotline telephone number is 1 (800) 540-4000. This is a toll free number within the state of California. The telephone number for the Telecommunication Device for the Deaf (T.D.D.) is 1 (800) 272-6699. To reach the Child Protection Hotline from outside the state of California dial 1 (213) 639-4500. A message will be taken and a Children's Social Worker will return your call in 24 hrs. Our address is 1933 S Broadway, 5th Floor, Los Angeles, CA 90007.

For general information, please call the DCFS Public Inquiry section at (213) 351-5825 and 351-5607.

While the legal obligation to report applies to the aforementioned employees only, it shall be the policy of Beverly Hills Unified School District that all employees shall comply with the law's reporting procedures whenever they have knowledge of or observe a child in the course of their employment who they know or reasonably suspect to have been the victim of child abuse. The District will defend any employees who make a report consistent with this policy in the course of their employment against any actions or claims that may be made as a result of said report and will pay all expenses associated with such defense. Any failure to comply with this policy may subject an employee to disciplinary action.

Your signature below acknowledges that you have knowledge of the foregoing provisions concerning child abuse reporting and that you will comply with them.

Print Name

Signature

Site

Date



BEVERLY HILLS

UNIFIED SCHOOL DISTRICT

EDUCATION REIMAGINED

Success for Substitutes

1. **First of all, arrive on time**, which probably means at least one-half hour before the first class is scheduled to begin. You should check in with the principal or secretary (main office) and sign in on the sign-in sheet that is available at many schools.
2. **Second, always dress professionally.** A Phoenix teacher says, "I dress to the "T" as a substitute teacher. The kids hold the door for me. One on each side! That's pretty scary and wonderful that they are influenced so easily by appearance. My daughter's been on her job for only two weeks and she says they hold the door for her, also."
3. **Third, follow the teacher's lesson plan as given to you.** All teachers are responsible and want their students to learn. You are expected to carry on with the academic program.
4. **Fourth, always have a backup plan.** This is your way to engage students in meaningful learning activities just in case no lesson plans have been left for you.



Frontline AESOP Memo

Dear Substitute Employee,

The Beverly Hills Unified School District is using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Frontline AESOP. The Frontline AESOP service will be available to you 24 hours a day, 7 days a week (800-942-3767) and can be accessed via internet and telephone.

How do I interact with Frontline AESOP?

Substitute Employees The Human Resources department will take care of the registration. You will receive an Email Invite through the email address that reflects on the employment application. When you open the email invite, follow the prompts to create your Frontline ID Substitute Account. After you create an ID account, you may access the Frontline Aesop website by accessing it through the official BHUSD website at www.bhusd.org under the Human Resources (tab) Aesop link (on the right side). Here you will be able to view available assignments, enter non-available dates and update your phone number.

Substitutes may also call Frontline AESOP toll free at 1-800-942-3767 to shop for available jobs. Simply follow the voice menu to listen for available assignments.

Your ID and PIN numbers for accessing Frontline AESOP via telephone (*) are as follows:

* ID Number (Phone Number): _____

* PIN Number: _____

When accepting an assignment via telephone, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window.

Your transaction is not complete until you receive a confirmation number.

If you have questions, please contact Dinora Diaz, Administrative Assistant II, Human Resources Department, 310-551-5100, ext. 2237.



Memo

To: Substitute Teachers

From: Human Resources Department

Re: Substitute Teachers' Payment

Substitutes are hired on a daily basis, and substitutes should accept assignments knowing that the school site will expect them to follow the teaching schedule of the teacher for whom they are substituting and may in addition assign them to cover additional teaching periods during conference and preparation periods. School sites understand that they are responsible for providing for an appropriate lunch period and that if there is not a need for substitutes to cover additional teaching periods, conference and preparation periods can be regarded as break time (though we would appreciate it if you would ensure that the office is able to contact you during these times, in case unexpected circumstances arise).

Substitutes accepting full day assignments should in general expect to be on campus for approximately 7.5 hours. Substitutes who work more or less time than this will be paid accordingly, as follows:

- Substitutes whose assignments are for 4 hours and 45 minutes or less will be paid at 3/5 of the daily rate.
- Substitutes whose assignments are for between 4 hours and 45 minutes and 6 hours and 30 minutes will be paid at 4/5 of the daily rate.
- Substitutes whose assignments are for the full duration of a regular full time teacher's schedule, or whose assignments are for more than 6 hours and 30 minutes and less than 8 hours will be **paid at 5/5 of the daily rate**. (Note that if a substitute is hired to fill a kindergarten assignment, the substitute should be aware that they may be needed beyond the 2:00 dismissal time and should be prepared to check in with the office at 2:00 and to remain on campus if necessary.)
- Substitutes whose assignments are for more than 8 hours will be paid at 6/5 of the daily rate.

If you have questions regarding expectations for or computation of time worked, please contact the Human Resources Department.

HRD 5/2013

SUBSTITUTE TEACHER PAY SCHEDULE

	PAY PERIOD	TIMESHEET DUE	ISSUE DATE
1	8/10 - 8/18	8/18th	9/2
2	8/19 - 9/18	9/16th	10/5
3	9/19 - 10/18	10/18th	11/4
4	10/19 - 11/18	11/18th	12/5
5	11/21 - 12/16	12/16th	1/5
6	12/19 - 1/18	1/18th	2/3
7	1/19 - 2/17	2/17th	3/3
8	2/20 - 3/17	3/17th	4/5
9	3/20 - 4/18	4/18th	5/5
10	4/19 - 5/18	5/18th	6/5
11	5/19 - 6/2	6/2 nd	7/5

- Time sheets are due into the payroll office on the due date indicated above (chart).
- Checks are issued on the due date indicated above (chart).
- Direct Deposits are made on the pay date.
- When **mailing in your timesheet to Payroll Department**, please note on your addressed envelope **"TIMESHEET ENCLOSED"**.

SUBSTITUTE SALARY SCHEDULE 2022-2023 Effective July 1, 2022

<u>STEP 1</u>	Daily Substitute Teachers	\$221.43/day
<u>STEP 2</u>	Long-term Substitute Teachers (After reaching the 16 th consecutive day in the same assignment)	\$286.76/day

**CLASS EVALUATION FORM
FOR SUBSTITUTE TEACHER**

Subbing for: _____ **Date:** _____ **Per/Grade/Subj:** _____ **School:** _____

Substitute Name: _____ **Sub #:** _____

In order to better evaluate how classes are behaving when the classroom teacher is absent, to ensure that students are held accountable for their behavior, and to help establish a positive teaching environment for substitute teachers, please complete this form.

Rate the following questions on a scale of (1) Completely, (2) Mostly, (3) Somewhat, or (4) Not at All	All Day	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7
1 st five(5) minutes of class: students came into the classroom quietly and got ready for class to begin								
Students were on task								
Noise level in classroom was appropriate								
Students followed directions the first time they were given								
Students did not wander around the classroom and stayed where they were supposed to								
Comments:								

Infraction Codes <i>Use the codes below for discipline problems</i> A – Argumentative N – Not following directions DR – Disrespectful NS – No supplies NW – Not working productively CH – Cheating T – Tardy R – Referral sent to the Office PC – Parent phone call			Please list helpful students below.	
Problem Students: 1. _____ Name Infraction/s Action Taken 2. _____ Name Infraction/s Action Taken 3. _____ Name Infraction/s Action Taken 4. _____ Name Infraction/s Action Taken			Helpful Students: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	
Additional feedback:				

PLEASE RETURN THIS FORM TO THE OFFICE WHEN YOU CHECK OUT! Thank You!

CLASS EVALUATION FORM
FOR CLASSROOM TEACHER

Teacher Name: _____ **Date:** _____ **Per/Grade/Subj:** _____ **School:** _____

Substitute Name: _____ **Sub #:** _____

In order to better evaluate how classes are behaving when the classroom teacher is absent, to ensure that students are held accountable for their behavior, and to help establish a positive teaching environment for substitute teachers, please complete this form.

Rate the following questions on a scale of (1) Completely, (2) Mostly, (3) Somewhat, or (4) Not at All	All Day	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7
Lesson plans were followed as directed								
Procedures for correcting papers were followed								
Classroom discipline/management plans were followed								
Classroom desk, books, papers, etc., were left in order								

Comments by the classroom teacher:

Signature: _____ Date: _____

Comments by the Principal/Assistant Principal:

Signature: _____ Date: _____

NOTE: This form may be forwarded to the Human Resources department and is available for inspection by substitute upon request. Conferences may be arranged with Principal/Assistant Principal if desired.



Memo

To: Substitute Teachers
From: Claudia Grover, Credential Analyst
Re: CREDENTIAL RENEWAL

Your continued employment with Beverly Hills Unified School District and active status in the substitute teacher pool is contingent upon keeping your credential active and registered with the District. Please keep the following in mind:

- Know the expiration date of your credential.
- Apply for renewal of your credential at least six months before the expiration date.
- Apply for renewal on-line using the following CTC homepage at www.ctc.ca.gov

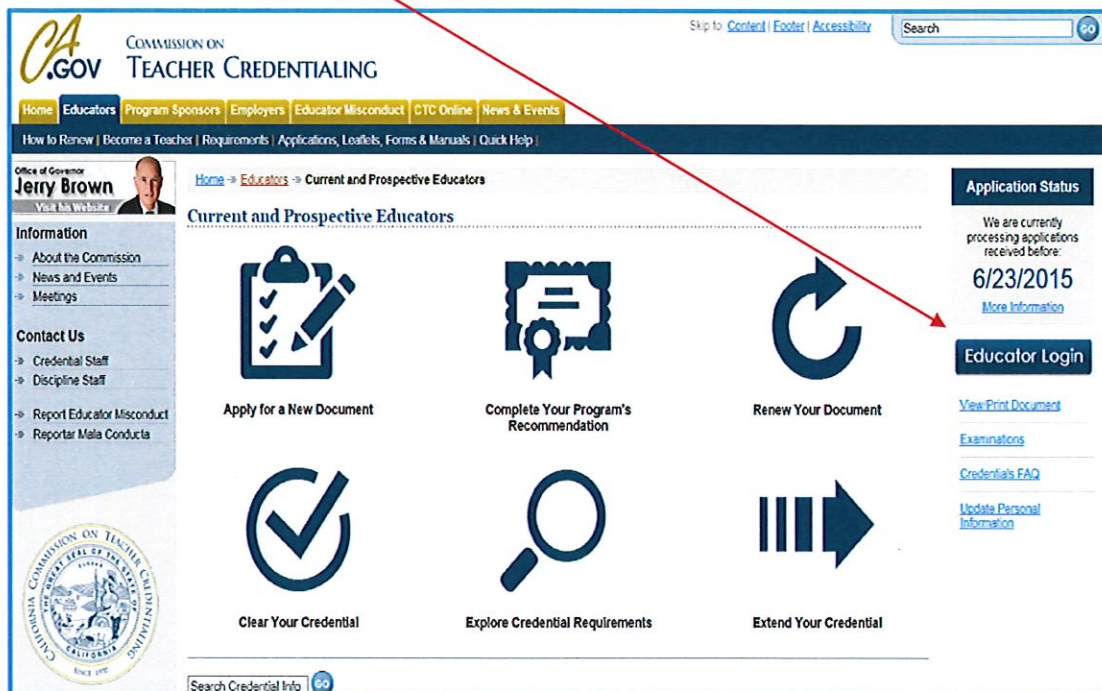


How to Renew Your Documents

1. From the Commission's Home page www.ctc.ca.gov, click the Credentiaing Information navigation button



2. Select the Educator Login button to begin your application.



3. Log in to your personal profile on the secure Educator Page. The next screen will ask you to enter your User ID and Password.

NOTE: Effective 02/16/2017, you will not be able to access your file online directly with a Social Security number and Date of Birth. All users will be required to create a User ID and password first before accessing their CTC Online file.

Users who have not yet completed this process must use the link "Create User ID and Password" (highlighted yellow in the sample below) to link to their online profile.

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Login Search

Commission On Teacher Credentialing
 You are about to enter a secure area of this website. Please enter your User ID and Password.
 If you are unable to Log In, please email CTCOnline@CSC.ca.gov.
 Beginning 1/01/2017, Educators are required to create a new User ID and Password to access their existing profile.

Login
 Your accounts are locked for 30 minutes after 5 unsuccessful login attempts. Use the "Forgot Password" link before the 5th attempt.

User ID:

Password:

OK

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

[Create User ID and Password](#)

Note: The "Create User ID and Password" link above is for Educators only.

4. Enter your SSN and Date of Birth to begin creating your User ID and Password. Click OK. Do not use the "Enter" key on your device as it will not advance you to the next step.

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Please do not use your browser's back button during this process.

Social Security Number (#####):

Date of Birth (MM/DD/YYYY):

OK

5. Enter your personal information including your selection of a User ID and Password, and create 3 Challenge Questions and Answers that can be used to verify your account if your ID or Password should be lost. **You must include a current valid email address in your profile as this is how password recovery information and other important correspondence regarding your file will be distributed.**

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Login Search

New User Registration:

Create New Educator

Required Field

Please provide your own contact details so that we can create you as an Educator.

First Name * Address Line 1 *
Middle Name * Address Line 2 *
Last Name * City *
Email * State * Select *
Work Phone # Zip Code *
Home Phone # Country * Select *

Enter User ID and Password

User ID * Password requirements are as follows:
• At least 8 characters or more
• Capital and lower case letters
• At least one number
• At least one symbol (any of these: <>~!@#\$%^&*()_+=) *
• User ID cannot be part of password

Enter Challenging Questions and Answers (To be used when you forget your password)

Challenge Question 1 * Challenge Question 2 *
Challenge Answer 1 * Challenge Answer 2 *

Challenge Questions requirements are as follows:
• Questions must be minimum 5 characters length.
• Answers must be minimum 5 characters length.
• Questions and answers must all be different.
• Answer cannot be part of question.

- After creating your User ID and Password you will be directed back to the login screen to use your new User ID and Password. After logging in, you will be shown the Commission's Personal Information legal disclaimer. Click Next in the upper right corner to proceed.

Login Search

Welcome Back Educator Today is Tuesday, January 24, 2017

Next

Personal Information

You are required to complete all the pertinent spaces in the Personal Information section, including your full legal name, all former names, and your maiden name, if applicable. Additionally, you are required to provide your full Social Security Number (SSN) or Individual Tax Identification Number (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application will be returned to you for completion. See Coded Correspondence 13-14 on the Commission's website for more information.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. Address changes can be completed during the online application process.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility. When completing your application you will be required to answer six professional fitness questions and disclose any and all information regarding any arrests, convictions, and changes in education employment status as a result of allegations of misconduct or while allegations of misconduct were pending regarding your teaching credential and/or documents issued by the Commission or any other license issued to you by any other governmental agency. The Commission will evaluate your fitness to hold a credential based on your answers to the professional fitness questions, prior Commission reviews, and any other reports of misconduct received from, but not limited to, complainants, schools, districts, county office of education and the National Association of State Directors of Teacher Education and Certification.

The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorizes this work. If not furnished, your application may be denied, delayed, or returned for completion.

You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed.

You should not provide personal information that is not requested.

Information displayed online regarding the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to the agency that submitted the application all information provided with applications submitted by you through that agency. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code sections 44200-44439.

You have a right to review personal information maintained on you by our agency unless access is exempted by law, and contest its accuracy or completeness. To review your information, contact the Director of the Certification Division at, 1900 Capitol Avenue, Sacramento, California 95811. The Commission's privacy policy is found here (<http://www.ctc.ca.gov/privacy.html>).

Notice to Applicants for Issuance or Renewal of Credentials

The Commission is prohibited from issuing to or renewing the credential of any person convicted of any sex offense listed under Education Code Section 44010, any narcotics offense listed under Education Code Section 44011, or who has been determined to be a mentally disordered sex offender. Also, if a person that holds a credential has been convicted of any offense listed in Education Code 44424, such credential must be revoked.

Each application for a credential shall contain notice that the information provided by the applicant is subject to investigation for, and verification of, the applicant's moral character and true identity by means of review of information, records, reports, and other data from any agency or department of the state or any political subdivision of the state, whether chartered by the state or not, secured by the Commission for these purposes.

- Use the screen below to verify the information on your personal profile page. Click the "Add or Change Personal Information" button or the "Add or change Address" button to update your file as needed.

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Add or Change Personal Information * = Required Field

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts.

First Name*: TRADING
Middle Name: APPLICATION
Last Name*: TRADING
E-mail*: trn@ctc.ca.gov
Work Phone: (999) 999-9999
Home Phone: (999) 999-9999

Fingerprint Status: Complete: No Action Required

Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION

Add or Change Address

Address Line 1: PO BOX 8750
Address Line 2:
City: SACRAMENTO
State: CA
Province:
Country: USA
Zip Code*: 95811-0750

Back Next

When you are finished, click Next.

- Your personal Educator Page provides a view of your document history. Under the heading "Renew Your Document," documents currently eligible for renewal will appear.

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Back

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts.

Last Name: TRADING
First Name: TRADING
Middle Name: APPLICATION
Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION
Adverse and Commission Actions Indicator:
Fingerprint Process Complete: Y

Note: Please verify County of Employment is current.
Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.
Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website.

Document Application Adverse and Commission Actions

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
801220103	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013			
801220081	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010			
801220010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010			
801220009	Administrative Services Credential	Preliminary	Valid	5/1/2009	6/1/2014	5/1/2009			ALLIANT INTERNATIONAL UNIVERSITY

Complete Your Program's Recommendation

For those who have completed a program and were recommended for a credential by their college, university, district, or county office.

Complete your Application to Authorized Agency. Click the Document Title to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency" with the Return Reason.

Choose Yes to Complete Recommendation Document Title Term Application Status Issue Date Return Reason

Renew Your Document

Options listed here are for those who already hold a document and are renewing.

Pick Applicant	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
No	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate

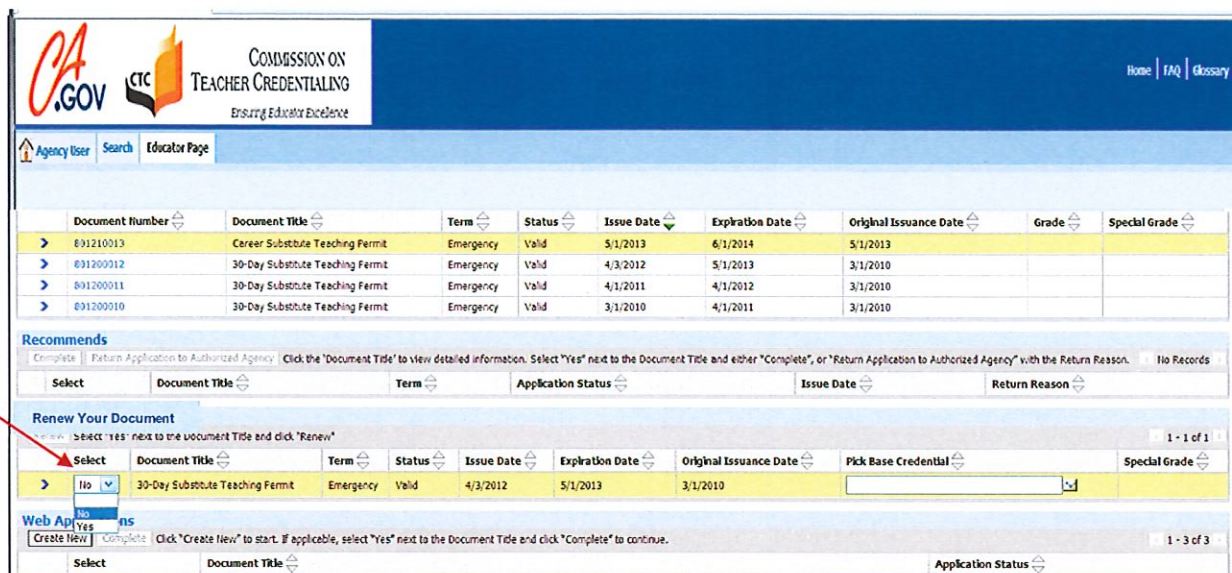
This option is ONLY for those seeking background clearance.

Create New Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

YOU CANNOT CREATE A NEW WEB APPLICATION TO RENEW AN EXISTING CREDENTIAL OR PERMIT! This process is only for persons seeking fingerprint clearance.

NOTE: If you hold a document eligible for renewal that does not appear under the "Renew Your Document" heading, stop here and promptly [contact the Commission](#) for assistance.

9. Under the heading “Renew Your Document,” click the small blue-gray arrow on the left to highlight yellow the row of the document you wish to renew. Click the drop down and select “Yes.” If you have more than one eligible document you wish to renew, you must repeat this step for each one.



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Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
> 091210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
> 091200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
> 091200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		
> 091200010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

Recommendations

Complete | Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select 'Yes' next to the Document Title and either 'Complete', or 'Return Application to Authorized Agency' with the Return Reason. No Records

Select Document Title Term Application Status Issue Date Return Reason

Renew Your Document

Select 'Yes' next to the document title and click 'Renew'

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
> No	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		

Web Applications

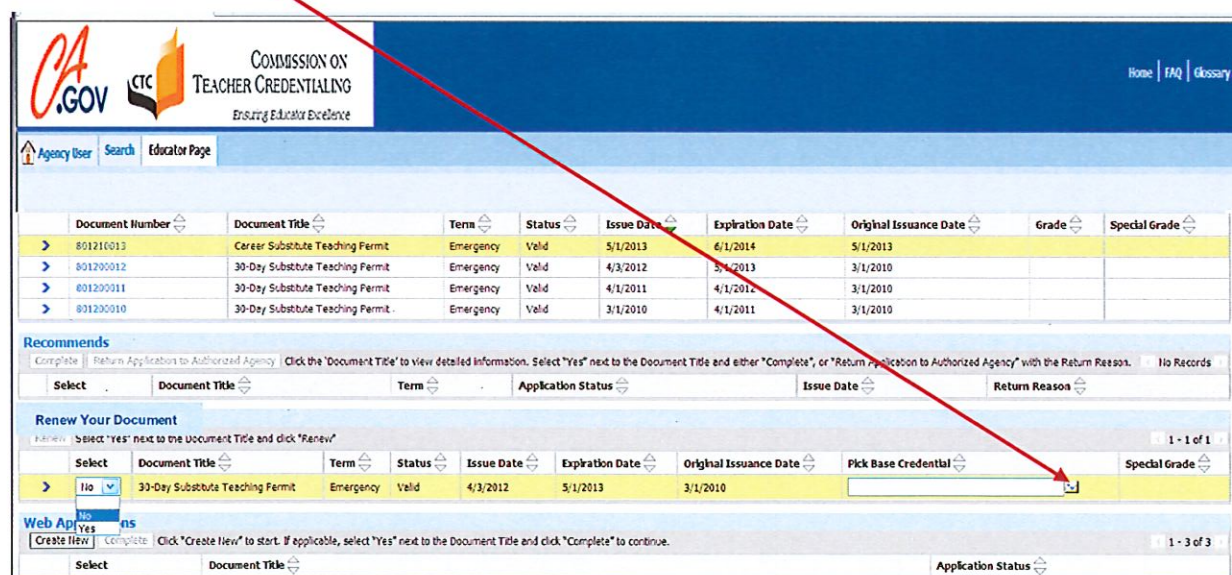
Create New Complete Click 'Create New' to start. If applicable, select 'Yes' next to the Document Title and click 'Complete' to continue. No Records

Select Document Title Application Status

If the additional document you are seeking to renew is dependent on holding a valid basic credential (such as an Administrative Services Credential), see steps 10 and 11; if it is not a dependent document, go directly to step 12.

10. (Dependent documents only)

When renewing a dependent document, you will be required to identify your basic credential. Use the pick applet on the right of the “Pick Base Credential” box to choose your basic credential from a popup list.



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Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
> 091210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
> 091200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
> 091200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		
> 091200010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

Recommendations

Complete | Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select 'Yes' next to the Document Title and either 'Complete', or 'Return Application to Authorized Agency' with the Return Reason. No Records

Select Document Title Term Application Status Issue Date Return Reason

Renew Your Document

Select 'Yes' next to the document title and click 'Renew'

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
> No	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		

Web Applications

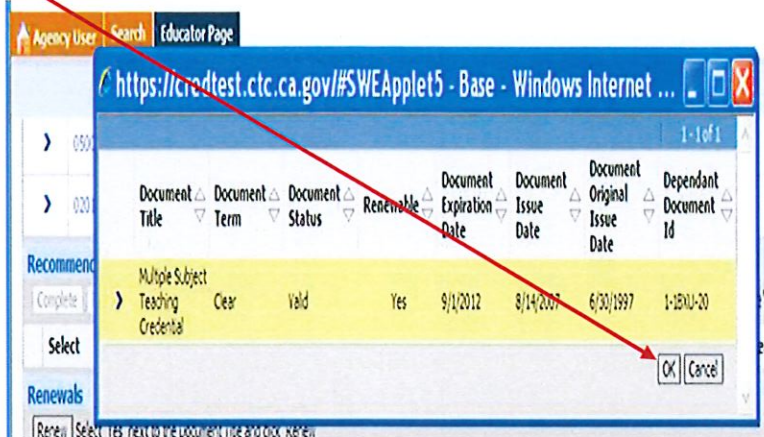
Create New Complete Click 'Create New' to start. If applicable, select 'Yes' next to the Document Title and click 'Complete' to continue. No Records

Select Document Title Application Status

11. (Dependent documents only [cont.])

A pop up window should display showing which documents are eligible to serve as your basic credential. If more than one document is eligible to serve as the basic credential, click on the small blue arrow at the left of the row to select the one with the latest expiration date.

Select OK to populate the "pick base credential" field. You should now be able to continue the renewal process.



12. Once you have selected "Yes" on each document to be renewed, click on the "Complete" button.

The screenshot shows the Commission on Teacher Credentialing (CTC) website. The 'Renew Your Document' section is active. It displays a table with the following columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, Special Grade, and Recommending Agency. The table contains four rows of data. Below the table, there is a 'Renew Your Document' section with a 'Complete' button. A red arrow points from the text 'click on the "Complete" button' to the 'Complete' button.

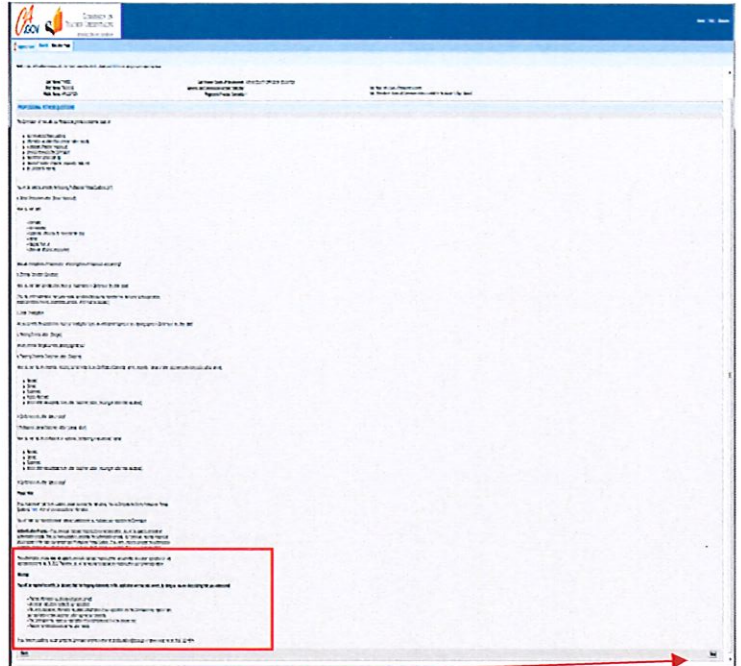
Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
001210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013			
001200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010			
001200010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010			
001200009	Administrative Services Credential	Preliminary	Valid	5/1/2009	6/1/2014	5/1/2009			ALLIANT INTERNATIONAL UNIVERSITY

13. Read the entire Disclosure page for the Professional Fitness questions. Pay particular to the last part before continuing:

Warning:

You will be required to certify (or declare) that the forgoing statements in this application are true and correct, by doing so, you are also stating that you understand:

- That the information you provide is true and correct;
 - Any and all instructions related to your application;
 - Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.
 - The Commission may reject your application if it is incomplete and it will be delayed; and
 - Fees are nonrefundable and earned upon receipt.
- If you have any questions, you can contact the Commission anytime by email at ctc-pfquestions@ctc.ca.gov



Click Next

14. Answer each of the Professional Fitness Questions. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#)

Complete all required fields of the Oath and Affidavit, and click Submit Payment. Click **Submit Payment only once!**

★ Required Field

Before you proceed to payment, you must indicate (by selecting the box) that you agree and understand the duties required of the Child Abuse and Neglect and Reporting Act and the Oath and Affidavit:

Child Abuse and Neglect Reporting Act

"As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter."

I have read and understand my required duties under the Child Abuse and Neglect Reporting Act (Penal Code §11164ff.) ☐ ★

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Oath and Affidavit: ☐ ★

Date: 12/01/2014

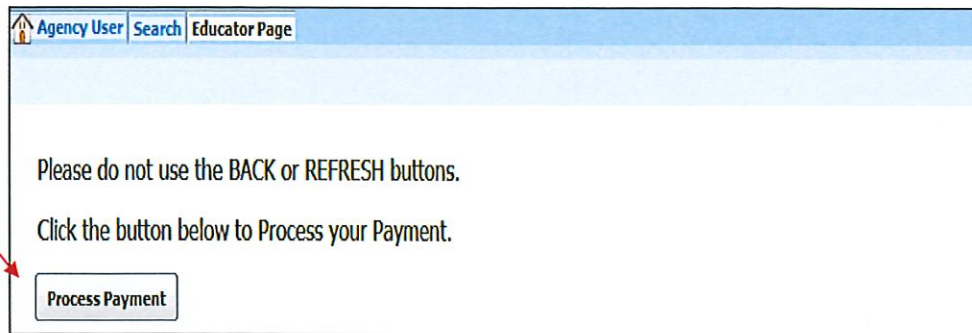
City:

County (or N/A):

State/Province/Region (or N/A):

Country:

15. On the next page, click the Process Payment button to move forward.



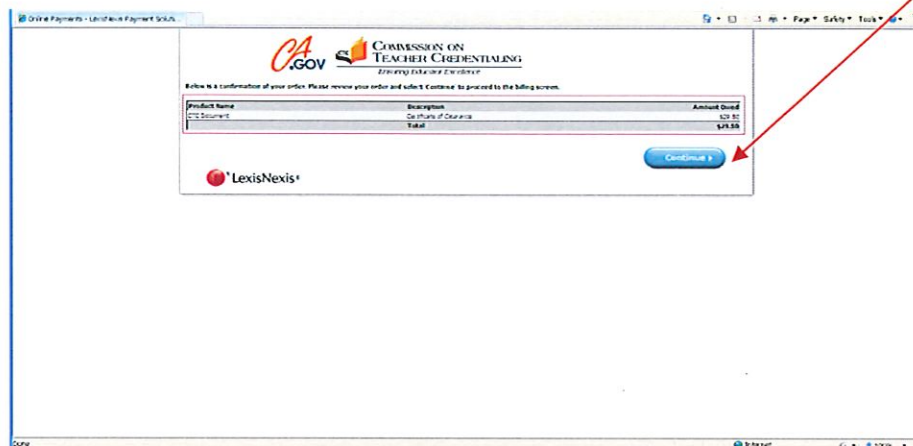
Agency User Search Educator Page

Please do not use the BACK or REFRESH buttons.

Click the button below to Process your Payment.

Process Payment

16. The display shows the document applied for and the amount to pay. Click the Continue button.



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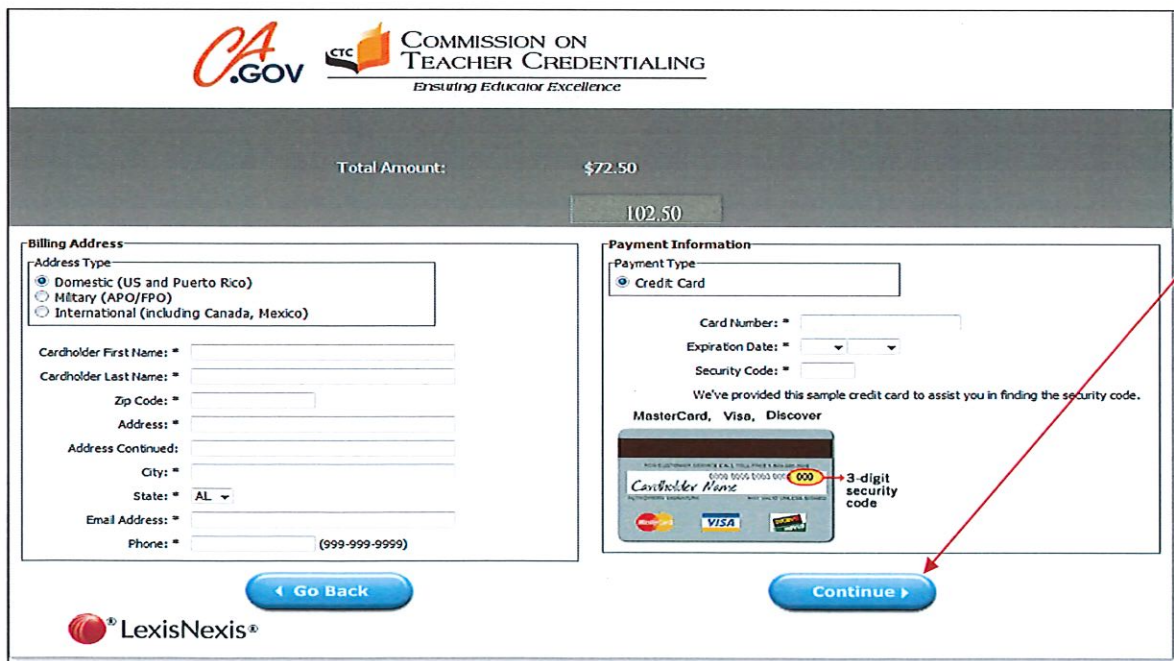
Below is a confirmation of your order. Please review your order and select Continue to proceed to the billing screen.

Product Name	Description	Amount Due
CA Document	California Educator	\$25.00
	Total	\$25.00

LexisNexis®

Continue

17. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.



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Total Amount: \$72.50

102.50

Billing Address

Address Type

☒ Domestic (US and Puerto Rico)

☐ Military (APO/FPO)

☐ International (including Canada, Mexico)

Cardholder First Name: *

Cardholder Last Name: *

Zip Code: *

Address: *

Address Continued:

City: *

State: AL

Email Address: *

Phone: * (999-999-9999)

Payment Information

Payment Type

☒ Credit Card

Card Number: *

Expiration Date: *

Security Code: *

We've provided this sample credit card to assist you in finding the security code.

MasterCard, Visa, Discover

Cardholder Name

3-digit security code

Go Back

Continue

LexisNexis®

NOTE: The application fee is earned upon receipt and is not refundable. (Reference: Title 5, California Code of Regulations, Section 80487)

18. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once! After clicking Complete Payment, do not use the Back button in the web browser. Wait for the Confirmation page to be displayed.**

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Total Amount: 102.50

Billing Address
Cardholder First Name: nancy
Cardholder Last Name: passaretti
Zip Code: 99999
Address: 1900 capitol avenue
Address Continued:
City: sacramento
State: CA
Country: United States of America
Email Address: npassaretti@ctc.ca.gov
Phone: 999-999-9999

Payment Information
Card Number: *****0248
Expiration Date: 01/2015
☐ By checking this box, you are authorizing the payment of the bill amount.

Go Back Complete Payment

LexisNexis®

19. On the Confirmation page, use the 1st link provided to obtain a printable receipt for your reference. After printing your receipt, you can return to CTC Online with the 2nd link "please click [HERE](#)."

Online Payments - LexisNexis Payment S...
https://demo.paymentsolutions.lexisnexis.com/pages/billing_info_confirmation_unskinned.xhtml

Commission on Teacher Credentialing
Receipt

Payment Date: 12/01/2014 02:42 PM PST
Confirmation Number: 50024330
Payment Method: Credit Card (MASTERCARD) *****0248
Payment Status: AUTHORIZED

Bill To: nancy passaretti
1900 capitol avenue
sacramento, CA - 99999 United States of America

Payment Towards	Amount	ID
CTC Document	\$72.50	1-2FJSJX
Activity Supervisor Clearance Certificate	102.50	
Agency Amount	102.50	
Total Amount	102.50	

Click here for a printer friendly receipt
To return to the CTC application, please click [HERE](#).
Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis Vital
For payment support, please send an email to paymentsolutions@lexisnexis.com.
For CTC Assistance, please send an email to CTCOnline@ctc.ca.gov

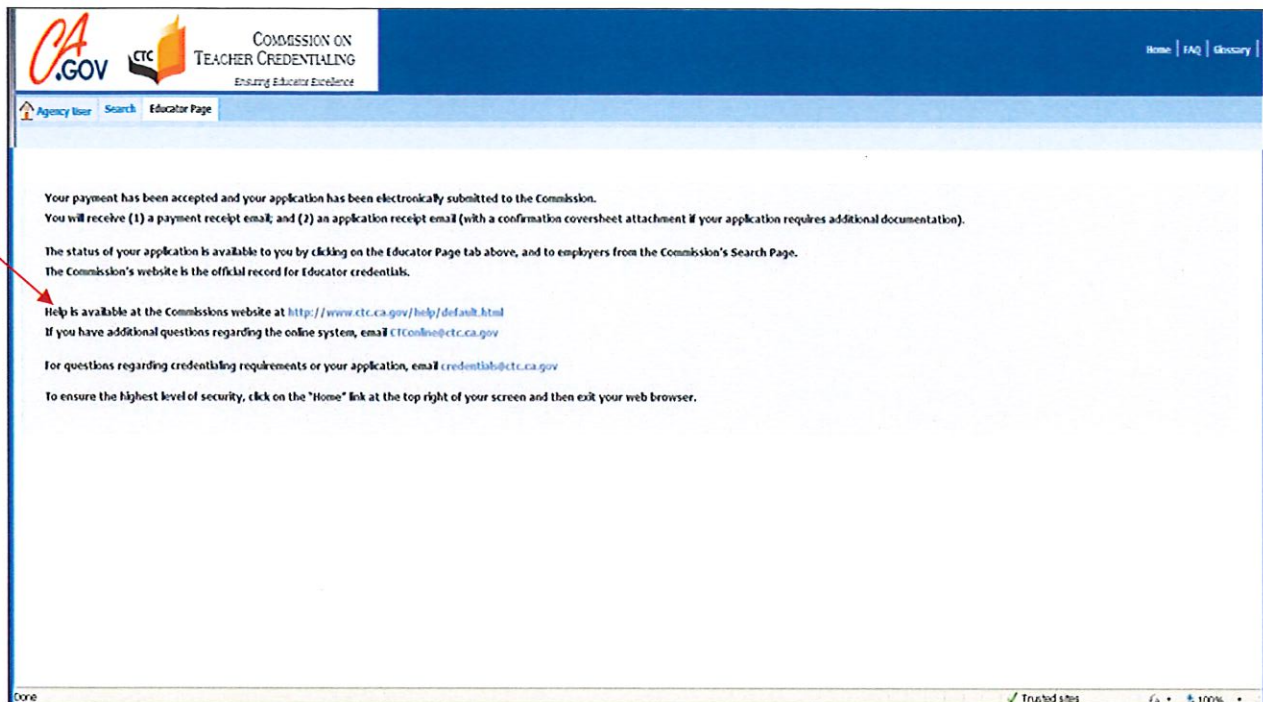
LexisNexis®

Home | Payment Solutions |
Contact Us | Terms and Conditions | Privacy Policy

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TRUSTe
CERTIFIED PRIVACY

The final landing page provides directions back to the Educator page or to log out of CTC Online.



Note: If you answered "yes" to any of the Personal and Professional Fitness questions you must send the required supporting materials to the Commission as per the instructions provided.