

**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:

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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 responsible for ensuring your credential is renewed with 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](http://www.ctc.ca.gov) must do so \_\_\_\_\_ 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