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## CREENTIAL APPLICATION PROCESS (PSL-P081)

Sacramento City Unified School District 

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2.1. Credential Specialist 4.1. SCTAs Sacramento (City) Credential.

4.2. CCTC – Commission on Teacher Credentialing.

4.3. Credential—Certificate required from the CCTC stating that the employee can teach students within the district.

4.4. HRS—Human Resource Services.

4.5. BMI – BMI Imaging System is a company of Online Technology Group (OTG).

4.6. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.7. CL469—Emergency Permit Renewal Verification Form.

### 5. PROCEDURE:

5.1. Determine/Evaluate which type of credential is appropriate for applicant.

5.2. Compile application packet with appropriate applications/forms which could consist of (see PSL-W008):

5.2.1. Application

5.2.2. Transcripts

5.2.3. CL469

5.2.4. Verification of Experience

5.2.5. Subject Matter exam results

5.2.6. Letter of Agreement

5.2.7. Temporary County Certificate

5.7. Scan copy to employee personnel file in BMI.

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