

**EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS**  
**APPLICATION PROCESS**

The Emergency Substitute Teaching Permit for Prospective Teachers authorizes the holder to serve as a day-today substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year. In a special education classroom the holder may serve for no more than 20 days for any one teacher during the school year. The permit is valid for one year and may be renewed only once.

**Complete the application process following the steps in the order listed below:**

- 1) Contact the KCSOS Credentials Office to determine your eligibility. The Credentials Office is available by email at [credentials@kern.org](mailto:credentials@kern.org) or by phone at 661-636-4197.
- 2) Schedule a Live Scan (Fingerprint) appointment online through the KCSOS Human Resources website: [www.kern.org/credentials](http://www.kern.org/credentials); click on Live Scan/Fingerprint Appointments
- 3) Report to the Credentials Office (Enter through the Credentials Office door to the right) for your live scan appointment with the following:
  - ☐ Credit or Debit Card to pay live scan processing fees **and** valid government issued driver's license or identification card.
  - ☐ Live Scan Request form(s) – obtain from the KCSOS Credentials Office
  - ☐ Information Necessary for Substitute Teaching form
  - ☐ CTC Professional Fitness Question form
  - ☐ AB 2534 Certificated Employment History form
- 4) Apply for a Certificate of Clearance on the CA Commission on Teacher Credentialing website (minimum 2 business days after completing live scan)  
(Skip this step, if you currently hold a **valid/unexpired** Certificate of Clearance or permit). You can submit a direct online application using the CA Commission on Teacher Credentialing (CTC) website, instructions provided within, or schedule an appointment online to come into the KCSOS Credentials Office if you need assistance.
- 5) Complete all the items listed below and then schedule a Credentials Appointment to submit: [www.kern.org/credentials](http://www.kern.org/credentials); click on **Credentials Appointment**
  - ☐ Copy of valid Certificate of Clearance
  - ☐ KCSOS County-wide Fingerprint Clearance form (1/2 sheet – received in U.S. mail approximately 10 days after Live Scan appt)
  - ☐ Official transcript verifying a minimum of 90 semester/135 quarter units, completed with a grade of C or better, from a regionally accredited four-year California university/college and current enrollment. Current enrollment may be verified by either current work in progress on the transcripts or an original letter from the registrar of the office of admissions. The university's accreditation must be accepted by CTC (see reverse). **Electronic transcripts (e-scripts) are accepted, but only if they are emailed directly by the university/college or e-script service provider to KCSOS Credentials Office at [transcripts@kern.org](mailto:transcripts@kern.org) (Note: It takes 24-48 hours for e-scripts to be received and downloaded).**
  - ☐ Official results verifying passage of the Basic Skills Requirement (BSR)
  - ☐ Completed Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, Negative Tuberculosis Skin Test/Blood Test or Chest X-Ray completed within **60 days** of application or valid TB clearance verified by a school district  
*The Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire must be signed by a Licensed Physician, Physician's Assistant, Nurse Practitioner, or Registered Nurse. The TB or Chest X-Ray results must be signed by a Licensed Physician, Physician's Assistant, or Nurse Practitioner.*
  - ☐ Completed Certificate of Medical Examination of Applicants form
  - ☐ Completed KCSOS County-Wide Substitute Teacher Eligibility List Requirements form
  - ☐ Certificates of Completion: Mandated Child Abuse Reporting for Educators **and** Sexual Harassment Prevention for Non-Supervisory Personnel online trainings
  - ☐ Application for CTC Recommendation form
  - ☐ Credit or Debit Card to pay the \$102.65 online processing fee. This fee will be paid at your Credentials Appointment. **Do not** submit direct application on your own.



# Credential Information Alert

One requirement for the Prospective Substitute Permit is verification of current enrollment in California regionally accredited four-year university. An enrollment statement from the college's university's registrar may be accepted as verification for current enrollment.

If the official transcript does not provide a cumulative total of all coursework completed at all colleges and universities, an enrollment statement from the college or university's registrar may be accepted as verification for current enrollment. The enrollment statement must also include the name(s) of the college(s) or university(s), the number of accepted units transferred, and the total number of cumulative units completed from all colleges or universities. If this information is not provided in the enrollment statement, the Commission may accept a separate letter that verifies the required information on official letterhead from the college or university.

A link to the Prospective Substitute Permit Information leaflet may be found in the References section.

## Important Dates:

This is effective the date of this Credential Information Alert.

## Source:

Education Code section 44225(d) and (e)

Title 5 section 80025.2

## References:

Credential Information Alert 08-16:

[http://www.ctc.ca.gov/credentials/cig2/alerts/2008\\_alerts/0816.pdf](http://www.ctc.ca.gov/credentials/cig2/alerts/2008_alerts/0816.pdf)

Prospective Substitute Permit Information Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl505d.pdf>

## Contacts/Questions

Commission's Information Services Unit by telephone at 916-322-4974, Monday through Friday from 12:30 pm to 4:30 pm or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

DATE: February 13, 2014

NUMBER: 14-05

SUBJECT: Prospective Substitute Permits

## Summary:

It has come to the Commission's attention that clarification is needed regarding the 90 semester unit requirement to qualify for a Prospective Substitute Permit. This Credential Information Alert (CIA) addresses only the Prospective Substitute Permit and no other emergency permits.

## Key Provisions:

The 90 semester units required for the Prospective Substitute Permit must be posted on the official transcript of a regionally accredited four-year California college or university and may include those transferred from other colleges or universities. This information was provided in CIA 08-16 which was distributed on October 2, 2008. A link to the CIA may be found in the References section. Clarification may be needed because of the manner in which the transferred units from another college or university are posted on official transcripts.

ABC University:

<u>Prior Schools Attended</u>	<u>Credits Earned</u>
HLJ University	36.00
EFG Community College	42.00
<u>ABC University</u>	<u>Credits Earned</u>
U.S. History	4.00
Biological Science	4.00
Algebra	4.00
Total Cumulative Credits	12.00

In the example above, the Commission cannot verify that the 78 semester units transferred are bachelor's degree applicable and accepted by ABC University since they are not included in the university cumulative total.

## Acceptable Regional Accrediting Bodies

### Middle States Association of Colleges and Schools (MSA)/Commission on Higher Education (MSCHE)

[www.msche.org](http://www.msche.org)

States represented by MSA: Washington DC, Delaware, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Island, and Overseas

### The Northwest Commission on Colleges and Universities (NWCCU) (formerly Northwest Association of Schools and Colleges or NASC)

[www.nwccu.org](http://www.nwccu.org)

States represented by NWCCU: Utah, Idaho, Washington, Alaska, New York, Oregon, Nevada, Montana, and Costa Rica

### Higher Learning Commission (HLC) (formerly North Central Association of Colleges and Schools or NCA)

[www.hlcommission.org](http://www.hlcommission.org)

States represented by HLC: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming

### New England Commission of Higher Education (NECHE) (formerly New England Association of Schools and Colleges or NEASC-CIHE)

[www.necche.org](http://www.necche.org)

States represented by NECHE: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and Overseas

### Southern Association of Colleges and Schools/Commission on Colleges (SACS-COC)

[www.sacscoc.org](http://www.sacscoc.org)

States represented by SACS-COC: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America

### Western Association of Schools and Colleges/Senior College and University Commission (WSCUC)

[www.wscuc.org](http://www.wscuc.org)

States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Mariana Islands, Pacific Basin and East Asia

## **Live Scan (Fingerprint) Fees**

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant for any credential, permit, or certificate. For privacy protection, fingerprints are not transferrable/shared between agencies.

### **Appointment Scheduling**

Fingerprinting is by appointment only. Appointments are made online through the Kern County Superintendent of Schools Human Resources website: [www.kern.org/credentials](http://www.kern.org/credentials); click on **Live Scan/Fingerprint Appointments**

### **Fees**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Commission on Teacher Credentialing (CTC) <u>and</u> County-Wide Substitute Teacher Employment Prints</b><br>\$49.00 DOJ/FBI fee (CTC)<br>\$32.00 DOJ fee (Employment)<br><u>\$15.00</u> Processing fee<br><b>\$96.00 Total</b> |
| <input type="checkbox"/> | <b>County-Wide Substitute Teacher Employment Prints</b><br>\$32.00 DOJ fee (Employment)<br><u>\$15.00</u> Processing fee<br><b>\$47.00 Total</b>   |
| <input type="checkbox"/> | <b>Commission on Teacher Credentialing (CTC) Prints</b><br>\$49.00 DOJ/FBI fee (CTC)<br><u>\$15.00</u> Processing fee<br><b>\$64.00 Total</b>  |

Note: If fingerprints are dropped for any reason, a new fee will need to be paid.

### **Payment Method**

- Credit/Debit Card only

### **Required Documents**

- Request for Live Scan form(s) - (provided in your application packet or from the KCSOS Credentials Office)
- Valid government issued driver's license or identification card.

### **Process**

1. Arrive to your appointment with the following: credit/debit card, valid driver's license/ID, Request for Live Scan form(s).  
\*(County-Wide Substitute Teacher applicants will also need the Information Necessary for Substitute Teaching form)
2. A receipt of payment and copy of the Live Scan Request Form(s) will be provided to you. It is important that you retain the copies for your records.
3. Fingerprints are scanned and submitted electronically to DOJ/FBI and results are provided to requesting agency.
4. County-Wide Substitute Teacher applicants will receive a fingerprint clearance form, mailed to their home, approximately 10 days after live scan appointment.

## CA Commission on Teacher Credentialing Professional Fitness Questions

When you apply for a credential/permit/certificate of clearance with the CA Commission on Teacher Credentialing (CTC) you are required to answer six Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations.

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

Your application will be delayed if your application is being reviewed by the Division of Professional Practices because of allegations of misconduct or if you answered yes to a Professional Fitness Question on your application.

**PLEASE NOTE:** The processing time of 10 days for on-line applications and 50 days for paper applications are not applicable when an application must be reviewed by the Division of Professional Practices to determine professional fitness.

<p><b>a. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b></p> <p><b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p><b>b. Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b></p> <p><b>Disclose:</b> All misdemeanors and felonies; convictions based on a plea of no contest or nolo contendere; convictions dismissed pursuant to Penal Code Section 1203.4; driving under the influence (DUI) or reckless driving convictions, no matter how much time has passed.</p> <p><b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court: Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b></p> <p><b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>d. Are any criminal charges currently pending against you?</b></p> <p><b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>If yes,</b> was the action taken by the California Commission on Teacher Credentialing?</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>Do not disclose:</b> Final teaching licensing actions should be disclosed in question e.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

## INFORMATION NECESSARY FOR SUBSTITUTE TEACHING

*Please type or print answers to all questions in ink and return to the Human Resources/Credentials Office.*

**Applicant's Legal Name:** \_\_\_\_\_  
Last First Middle

**Social Security Number:** XXX-XX-\_\_\_\_\_  
(Last four (4) only)

**Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Contact Number:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **E-Mail:** \_\_\_\_\_

**For questions 1-2 answered "Yes," please explain on a separate piece of paper and attach.**

1. Has any teaching credential you have held ever been suspended or revoked? ☐ Yes ☐ No
2. Have you ever been dismissed or asked to resign from any teaching or administrative position? ☐ Yes ☐ No
3. Are you retired from the California State Teachers Retirement System (CalSTRS)? ☐ Yes ☐ No

**I prefer to substitute teach in the following areas (Select no more than two 2. Please refer to Area Definitions):**

\_\_\_ BAKERSFIELD \_\_\_ N. KERN \_\_\_ W. KERN \_\_\_ E. KERN \_\_\_ DESERT \_\_\_ KERN VALLEY \_\_\_ MOUNTAINS  
\_\_\_ KCSOS (Alternative Education, Special Education, and Valley Oaks Charter School)

**For questions 4-7 answered "Yes," please provide explanation on Criminal Records Response.**

4. Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No
5. Have you ever been convicted of a felony? ☐ Yes ☐ No
6. Have you ever entered a plea of No Contest or Guilty to a misdemeanor? ☐ Yes ☐ No
7. Have you ever entered a plea of No Contest or Guilty to a felony? ☐ Yes ☐ No

A conviction will not necessarily disqualify you from employment. Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code Section 45125(a) as amended by AB 1610, Stats 1997.

*I hereby certify that all statements made in this application are true. I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application and (b) forfeiture on my part to any employment or payment as an employee in the service of the school districts in Kern County. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.*

\_\_\_\_\_  
**Applicant's Signature (Mandatory)**

\_\_\_\_\_  
**Date**

### KCSOS Office Use Only

#### Type of Credential/Permit:

#### Temporary County Certificate Expiration:

**Medical Exam Form:** ☐ Exempt ☐ On file ☐ STRS

**TB Expiration Date:**

**DOJ Clearance Date:**

**BSR Passed:**

**CANRA:** ☐ On file:

**SHP:** ☐ On file:

#### Granted Credential/Permit Expiration:

**Eligible to substitute teach on:**

☐ Scanned & Updated ☐ Entered on Sub List

**QCC-C/W Id #:**

**AB 2534 Request Date:**

**AB 2534 Clear to Process** ☐

**Verified by:**

**KCSOS**

## CRIMINAL RECORDS RESPONSE

**NAME**\_\_\_\_\_ **DATE**\_\_\_\_\_

**Position applied for:**\_\_\_\_\_

**Date of infraction:** \_\_\_\_\_

**Penal Code(s) if known:** \_\_\_\_\_

**Brief explanation of infraction:** \_\_\_\_\_

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Do not list any convictions for violation of Health and Safety Code Sections 11357(b) or (c), 11364, or 11365 if the date of conviction for these sections is more than two (2) years prior to date of application.

A conviction will not necessarily disqualify you from employment.

## **AREA DEFINITIONS**

**Select no more than two (2).** Your selection **does not** keep you from applying to any district. Please mark your selections on the *Information Necessary for Substitute Teaching* form.

### **BAKERSFIELD:**

*Bakersfield City, Beardsley, Fairfax, Fruitvale, General Shafter, Greenfield, Panama-Buena Vista, North of River Consortium (Lakeside, Norris, Rio Bravo-Greeley, Rosedale), Standard, and Kern High*

### **NORTH KERN:**

*Delano Elem, Delano JUHSD, Maple, Richland, Semitropic, Wasco Elem., Wasco HS, and North Kern Vocational Training Center*

### **WEST KERN:**

*Belridge, Buttonwillow, Lost Hills, Maricopa, McKittrick, Midway, Taft City, Taft High*

### **EAST KERN:**

*Arvin, Lamont, Tehachapi, Caliente, Edison, DiGiorgio, Vineland*

### **DESERT:**

*Mojave, Muroc, Southern Kern (Rosamond), Sierra Sands (Ridgecrest)*

### **KERN VALLEY:**

*Blake (Woody), Linns Valley-Poso Flat (Glennville), South Fork (Weldon)*

### **MOUNTAINS:**

*El Tejon USD (Lebec, Frazier Park & Pine Mtn Club)*

### **KCSOS**

*Alternative Education and Special Education programs, and Valley Oaks Charter School run by the County Office of Education (KCSOS)*



## Mandatory Employment Disclosure History

Applicants for both certificated and classified employment are required by law to provide a complete list of every school district, county office of education, charter school and/or state special school with which you have previously been employed, regardless of the length of service. For all positions, please be comprehensive in disclosing any part-time, full-time and substitute employment. Failure to disclose any previous educational employment may result in the disqualification of your application.

You must list all previous LEAs (Local Education Agencies) where you have been employed. If multiple LEAs are within the same district, only the district information is required. An LEA is a local entity involved in education including but not limited to school districts, county offices of education, direct-funded charter schools, and special education local plan area (SELPA).

☐ I have never worked in a LEA.

☐ I have worked in a LEA (complete attached Employment Disclosure History).

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**M.I.**

**Signature (Required)**\_\_\_\_\_

**Date:** \_\_\_\_\_



## LEA Employment Disclosure History

### Applicant Information:

\_\_\_\_\_  
Last Name First Name M.I.

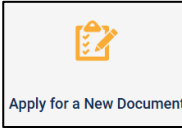
Other Name: (AKA or Alias)

\_\_\_\_\_  
Last Name First Name M.I.

1. Employer: \_\_\_\_\_ County: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_  
LEA Contact Name: \_\_\_\_\_ LEA Current Email Address: \_\_\_\_\_
2. Employer: \_\_\_\_\_ County: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_  
LEA Contact Name: \_\_\_\_\_ LEA Current Email Address: \_\_\_\_\_
3. Employer: \_\_\_\_\_ County: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_  
LEA Contact Name: \_\_\_\_\_ LEA Current Email Address: \_\_\_\_\_
4. Employer: \_\_\_\_\_ County: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_  
LEA Contact Name: \_\_\_\_\_ LEA Current Email Address: \_\_\_\_\_
5. Employer: \_\_\_\_\_ County: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_  
LEA Contact Name: \_\_\_\_\_ LEA Current Email Address: \_\_\_\_\_

## How to Apply for a Certificate of Clearance

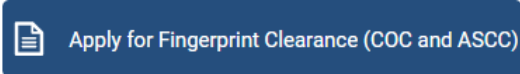
Step 1: Go to [www.ctc.ca.gov](http://www.ctc.ca.gov)



Step 2: Click on **Apply for a New Document**

Step 3: Click on **> Submit an Online Application**

Step 4: Click on **How to Submit an Online Application**



Step 5: Click on

**Submit Your Application Online**

Step 7: Click on **Create Educator Account** (If you already have an educator profile skip to Step 10)

Step 8: Enter your SSN and Date of Birth, then click OK. You will be prompted to enter this information twice. **(Important: double check that you entered the correct SSN and Date of Birth. A mismatch will cause the issuance of your application to be delayed).**

Step 9: Enter your personal information including the selection of a User ID and Password and create 3 Challenge Questions and Answers **(Important: the name you enter on your educator profile must match the name listed on your Live Scan form. Name mismatch will cause the issuance of your application to be delayed).**

Step 10: After creating your User ID and Password you will be directed back to the login screen. Use your new User ID and Password. After logging in, you will see the Commission's *Legal Disclaimer* page. Click "**Next**" in the upper right corner to proceed.

Step 11: On the *Personal Information* page, you will verify that the information on your personal profile page is up to date. (Note: you only have access to change your phone number, email address and mailing address). Click on "**Next**"

Step 12: Click on the **COC/ASCC Application** and then click "**Create New**" to start.

Step 13: In the Document/Authorization Title box select **Certificate of Clearance**, click on "**Next**"

Step 14: Read the entire *Disclosure and Professional Fitness Questions (PFQs)* page, click "**Next**"

Step 15: Answer each of the Professional Fitness Questions

Step 16: Child Abuse Neglect Reporting Act – Check the box acknowledging that you have read and understand reporting duties.

Step 17: Complete the Oath and Affidavit – Check the box, and fill in City, County, State and Country, and click on **Complete Submission** only once.

Step 18: Click on **Process Payment** button; Click on **Continue** button to acknowledge payment amount of \$52.65; Add your credit card information (address must match billing address of credit card); Click on **Continue** button.

Step 19: Verify all payment information is correct; Click on **Complete Payment** button once. Wait for Confirmation Page to be displayed. *Print a copy of the confirmation of payment page as your receipt. If you do not have access to a printer, it will be emailed to you.*

The Commission on Teacher Credentialing (CTC) will **email** the Certificate of Clearance within **15 business days**, unless you answered "yes" to one or more of the Professional Fitness Questions. If you had yes answer(s), you will need to mail required documents to CTC. Ask for a Professional Fitness Explanation form.

## CA Commission on Teacher Credentialing Professional Fitness Questions

When you apply for a credential/permit/certificate of clearance with the CA Commission on Teacher Credentialing (CTC) you are required to answer six Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations.

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

Your application will be delayed if your application is being reviewed by the Division of Professional Practices because of allegations of misconduct or if you answered yes to a Professional Fitness Question on your application.

**PLEASE NOTE:** The processing time of 10 days for on-line applications and 50 days for paper applications are not applicable when an application must be reviewed by the Division of Professional Practices to determine professional fitness.

<p><b>a. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b></p> <p><b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p><b>b. Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b></p> <p><b>Disclose:</b> All misdemeanors and felonies; convictions based on a plea of no contest or nolo contendere; convictions dismissed pursuant to Penal Code Section 1203.4; driving under the influence (DUI) or reckless driving convictions, no matter how much time has passed.</p> <p><b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court: Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b></p> <p><b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>d. Are any criminal charges currently pending against you?</b></p> <p><b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>If yes,</b> was the action taken by the California Commission on Teacher Credentialing?</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>Do not disclose:</b> Final teaching licensing actions should be disclosed in question e.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

## Options for Meeting the Basic Skills Requirement (BSR) – Coded Correspondence 15-03

Examination	Reading, Writing &/or English Score Requirement	Math Score Requirement
<b>CBEST</b> <a href="http://www.ctcexams.nesinc.com/about_CBEST.asp">http://www.ctcexams.nesinc.com/about_CBEST.asp</a> *Minimum score in each of three (3) sections-Reading, Writing and Math is 41. However, a score as low as 37 on an individual section is acceptable if the total score is at least 123.	Reading – 41* Writing – 41*	41*
<b>CSET Multiple Subject (Subtests I, II &amp; III) plus Writing</b> <a href="http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101">http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101</a>	Subtests I & III – 220 Writing - 220	Subtest II - 220
<b>CSU Early Assessment Program (EAP) *</b> <a href="http://www.csusuccess.org/eap_results">http://www.csusuccess.org/eap_results</a> (taken in the Spring of 11 <sup>th</sup> grade)	“College Ready” or “Exempt”	“College Ready” or “Exempt”
<b>CSU Placement Exams (EPT and ELM) *</b> <a href="https://ept-elm.ets.org/CSU/">https://ept-elm.ets.org/CSU/</a> *Beginning 10/01/17, the EPT and ELM exams are no longer offered.	Score of 151 or above	Score of 50 or above *ELM test taken prior to March 2002 required a minimum passing score of 550.
<b>College Board SAT</b> <a href="https://sat.collegeboard.org/scores">https://sat.collegeboard.org/scores</a>	Score of 500 or above *Evidence-Based Reading and Writing (previously Critical Reading or Verbal) section of the College Board SAT Reasoning Test.	Score of 550 or above
<b>ACT</b> <a href="http://www.actstudent.org/scores/">http://www.actstudent.org/scores/</a>	Score of 22 or above	Score of 23 or above
<b>College Board Advanced Placement Exams (AP)</b> <a href="https://apscore.collegeboard.org/scores">https://apscore.collegeboard.org/scores</a> <i>Effective December 2014</i>	Score of 3 or above on one of the following: ●AP English Language and Composition ●AP English Literature and Composition	Score of 3 or above on one of the following: ●AP Calculus AB ●AP Calculus BC ●AP Statistics
<b>Out of State BSR Exams</b> <a href="http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf">http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf</a>		

Parts of different options may not be combined to meet the BSR, except candidates using only the CSU examinations to meet the BSR; however, may combine scores from the EAP and the EPT/ELM examinations to meet the BSR as long as the individual passes a section of English and a section of Mathematics. For example, an individual may combine passage of the Mathematics EAP and the CSU Placement Examination in English EPT to satisfy the BSR. See *Coded Correspondence 11-18*.

\*For CSU Placement Tests (EAP, ELM, EPT) Effective October 1, 2017, the English Placement Test (EPT) and Entry-Level Mathematics Exam (ELM) are discontinued. As of September 30, 2019, Educational Testing Systems (ETS) no longer provides these test results ([https://www.ets.org/csu/about/?WT.ac=csu\\_38419\\_scores\\_results](https://www.ets.org/csu/about/?WT.ac=csu_38419_scores_results)).



# California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- Do not repeat testing unless there are **new** risk factors since the last negative test.
- Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:  
*For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.*

Name of Person Assessed for TB Risk Factors: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## History of Tuberculosis Disease or Infection (Check appropriate box below)

☐ Yes

- If there is a **documented** history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

☐ No (Assess for Risk Factors for Tuberculosis using box below)

## TB testing is recommended if **any** of the 3 boxes below are checked

☐ One or more sign(s) or symptom(s) of TB disease

- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

☐ Birth, travel, or residence in a country with an elevated TB rate for at least 1 month

- Includes countries **other than** the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

☐ Close contact to someone with infectious TB disease during lifetime

## Treat for LTBI if TB test result is positive and active TB disease is ruled out

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

For more information visit: [https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment\\_updated-May-20203.pdf](https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment_updated-May-20203.pdf)

## Certificate of Completion Tuberculosis Risk Assessment and/or Examination

To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

**First and Last Name** of the person assessed and/or examined:

\_\_\_\_\_

**Date** of assessment and/or examination: \_\_\_\_mo./\_\_\_\_day/\_\_\_\_yr.

**Date of Birth:** \_\_\_\_mo./\_\_\_\_day/\_\_\_\_yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X \_\_\_\_\_

Signature of Health Care Provider completing the risk assessment and/or examination

**Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):**

## **CERTIFICATION OF TUBERCULIN SKIN TEST OR CHEST X-RAY**

**Please note: The applicant is responsible for the cost of TB testing**

Return to: **Kern County Superintendent of Schools - Credential Services Department**

Kern County Superintendent of Schools Office  
1300 17<sup>th</sup> Street - CITY CENTRE, Bakersfield, CA 93301-4533

Name: \_\_\_\_\_ Last Four of Social Security Number XXX-XX- \_\_\_\_ \_\_\_\_ \_\_\_\_

This is to certify that the above named individual has submitted to an examination by means of a Tuberculin Skin Test or Chest X-Ray as required by Education Code Section 49406. A negative result indicates that the individual appears to be free from active tuberculosis.

T.B. Skin Test or Blood Test:

☐ Negative      Date Read: \_\_\_\_\_

☐ Positive      Date Read: \_\_\_\_\_

Chest X-Ray:

☐ Negative      Film Date: \_\_\_\_\_

☐ Positive      Film Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Physician (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
License Number



OFFICE OF JOHN G. MENDIBURU, Ed.D.  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
Advocates for Children

***TO THE PROSPECTIVE TEACHER:***

Education Code Section 44839 requires a person employed in a certificated position for the first time in a California school district or County Superintendent of Schools Office to undergo a physical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children.

Because you have expressed an interest to teach, we have accepted the responsibility of having the record of your medical exam on file in this office. Attached is a medical form for use by your physician or clinic to comply with this requirement.

If you feel you should be exempt from this requirement, or have any other questions, please call Human Resources at (661) 636-4750.

***TO THE PHYSICIAN:***

The person presenting this "Certificate of Medical Examination of Applicants for First Employment in California" wishes to make themselves available for employment as a teacher in K-12 classrooms throughout Kern County.

Depending on the assignment, the person will be required to perform the following functions:

1. Maintain classroom control conducive to productive learning.
2. Guide students in assigned school work.
3. Follow written and verbal instructions to comply with school district policies and procedures.
4. Maintain a safe and comfortable classroom environment.
5. Supervise playground activities and otherwise act as the teacher in charge of assigned students.

**CERTIFICATE OF MEDICAL EXAMINATION  
OF APPLICANTS FOR FIRST EMPLOYMENT IN A  
CALIFORNIA SCHOOL DISTRICT OR COUNTY  
SUPERINTENDENT OF SCHOOLS OFFICE**

Summary of Legal Provisions  
(Education Code Section 44839)

A medical certificate, in a form prescribed by the State Board of Education, showing that a person employed for the first time in a California school district or County Superintendent of Schools Office in a position requiring certification qualifications, is free from any disabling disease unfitting the applicant to instruct or associate with children is required. The Education Code also provides that:

- ◆ The medical certificate shall be submitted directly to the governing board or County Superintendent by a physician and surgeon licensed under the Business and Professions Code.
- ◆ The medical examination shall have been conducted not more than six months before the submission of the certificate.
- ◆ The pre-employment medical examination shall be at the expense of the applicant.
- ◆ The medical certification shall become a part of the personnel record of the employee and shall be open to the employee or his designee.



Kern County Superintendent of Schools  
Advocates for Children

Credentials Office -1330 Truxtun Ave./Bakersfield, CA 93301  
(661) 636-4197

## **TUBERCULOSIS EXAMINATIONS**

**Freedom from active tuberculosis (TB) is required for employment in a California school district. The Credentials Office at the Kern County Superintendent of Schools must receive verification of TB clearance at the time of employment and every four (4) years thereafter.**

TB screening consists Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, an intradermal skin test (which must be read within 48 hours), chest X- ray\* (for those individuals who have had a positive skin test) or a blood test. The following facilities offer TB screening:

<b>Location</b>	<b>Hours (walk-ins)</b>	<b>Cost (prices are subject to change)</b>
Agile Occupational Medicine 4100 Truxtun Ave. #200, Bakersfield (661) 632-1540	<u>Risk Assessment</u> Mon-Fri 7:30am–5:30pm  <u>Skin Test</u> Mon-Fri 7:30am–5:30 pm (except Thursday)	\$20.00/Skin Test \$35.00/X-ray \$10.00/Risk Assessment

**Note:** The facility listed above is a suggestion (you may use other facilities). Results must be *completed within 60* days from the date the substitute packet is submitted to the KCSOS Credentials Office and *only if signed* by the following:

**Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire must be signed by a Licensed Physician, Physician's Assistant, Nurse Practitioner, or Registered Nurse.**

**TB or Chest X-Ray results must be signed by a Licensed Physician, Physician Assistant, or Nurse Practitioner.**

## **MEDICAL EXAMINATIONS**

Education Code Section 44839 requires a person employed in a certificated position for the first time in a California school district or county superintendent of schools' office to undergo a physical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children.

The following facilities offer medical exams (you may use other facilities):

<b>Location</b>	<b>Hours (walk-ins)</b>	<b>Cost (prices are subject to change)</b>
Agile Occupational Medicine 4100 Truxtun Ave., #200, Bakersfield (661) 632-1540	Monday – Friday, 7:30 am – 5:00 pm	\$50.00
Clinica Sierra Vista (refer to phone book for various locations)		\$30.00 – \$140.00

**Note:** The facilities listed above are suggestions (you may use other facilities). You can also check with the medical services facility at your local university or see your regular physician.

## **KCSOS County-Wide Substitute Teacher Eligibility List Requirements**

**Instructions:** Read each section, *initial* the box on the left, and sign page two, acknowledging that you understand the requirements listed *to qualify* as a County-Wide Substitute Teacher in Kern County.

☐

### **Placement on the County-Wide Substitute Teacher Eligibility List**

Placement on the Kern County Superintendent of Schools (KCSOS) County-Wide Substitute Teacher Eligibility List occurs each Friday, excluding holidays and the month of July. The list provides districts and KCSOS programs with the eligibility status of each substitute. It does **not** indicate or guarantee that you will be contacted to substitute teach. Each substitute is responsible for following the requirements below for placement and eligibility with each district or KCSOS program(s).

☐

### **Requirements to be placed on a specific district(s) substitute list:**

1. Contact the school district(s) of your choice.
2. Complete the application/interview process for each district.
3. Provide school district(s) with copies of the following:
  - a) Temporary County Certificate (TCC) or the detailed copy of your permit/credential;
  - b) County-Wide Substitute Fingerprint Clearance provided by KCSOS (white ½ sheet);
  - c) Certificate of Completion of Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test or chest x-ray verification;
  - d) Completed medical examination (*applicable to first-time and retired teachers*);
  - e) Certificate of Completion – Mandated Child Abuse Reporting for Educators training dated after July 1<sup>st</sup> of each school year;
  - f) Certificate of Completion – Sexual Harassment Prevention for Non-Supervisory Personnel training dated on after July 1<sup>st</sup> of each school year;
  - g) Information Necessary for Substitute Teaching form;
  - h) Additional documentation required by a district or KCSOS program(s).

☐

### **Document Delays / Document Renewals**

To view your application status, visit the Commission on Teacher Credentialing (CTC) at [www.ctc.ca.gov](http://www.ctc.ca.gov), and follow these steps:  
1) Select Educator Log-in; 2) Input your User ID and Password, and Click OK; 3) Click Next; 4) Click on Application tab.

#### **Delays**

Delays may occur for various reasons. One of the most common reasons is answering “**yes**” to any Professional Fitness question(s) on your application. When this occurs, the application is forwarded to CTC’s Division of Professional Practices (DPP) for further review.

An application reflecting “Pending Additional Evaluation” longer than 90 days requires you to contact the DPP for a status update at [dppinfo@ctc.ca.gov](mailto:dppinfo@ctc.ca.gov). Include your full name and date of birth in the email. Visit the Credentials Office with the DPP’s written response.

#### **Renewals**

Permit and credential renewals are the responsibility of each substitute. If your permit/credential will not be granted **before** it expires, it is your responsibility to provide proof of renewal payment, and visit the KCSOS Credentials Office to be issued a TCC.

If your permit/credential expires and then renew your document, you need to contact the KCSOS Credentials Office to request reinstatement on the County-Wide Substitute

Failure to renew will jeopardize release of your pay warrant or direct deposit. You cannot be paid for days worked without proper certification per Education Code Section 45034:

**Education Code Section 45034** - No order for a warrant, and no warrant drawn pursuant to Section 42647, shall be drawn in favor of any person employed in a position requiring certification qualifications, unless such person is at the time the holder of a proper certification document in full force for the full time for which the requisition or warrant, as the case may be, is drawn, and on file or registered as required by law at the time and unless he is employed by the governing board of the unified school district, or district with over 10,000 average daily attendance or by the county superintendent of schools as provided in this code.

☐

### **Personal Information Updates**

Each substitute is responsible for updating his or her personal information with the KCSOS Credentials Office. This includes mailing address, email address, phone number, or name changes.

☐ **KCSOS County-Wide Substitute Fingerprint Clearance**

Fingerprint clearance held by KCSOS will be rescinded if **any** of the following occur:

- a) You are inactive on the substitute teacher eligibility list for more than eighteen (18) months, and have not contacted the KCSOS Credentials Office to keep your fingerprints on file, or you are actively working as a full time employee with a Kern County school district.
- b) The KCSOS Credentials Office receives notification from a government or school agency that would warrant such action due to misconduct.

☐ **Removal from the County-Wide Substitute Teacher Eligibility List**

Your name will be **removed** from the County-Wide Substitute Eligibility List if **any** of the following occur:

- a) KCSOS is notified by the CTC to remove, suspend, or revoke all documents;
- b) Misconduct reported by school districts(s);
- c) Written notification from substitute requesting to be removed;
- d) Failure to meet Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List.

☐ **Mandated Child Abuse Reporting for Educators Training**

Each substitute teacher, as a mandated reporter, is required to complete the Mandated Child Abuse Reporting for Educators training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

☐ **Sexual Harassment Prevention for Non-Supervisory Personnel Training**

Each substitute teacher is required to complete non-supervisory sexual harassment training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

☐ **County-Wide Substitute Continued Interest Process (CIP)**

Each substitute is responsible for completing the online CIP to remain on the County-Wide Substitute Eligibility List for the following school year. The CIP will be emailed to you in July of each new school year. Responding to the CIP is required, whether you work for one (1) or multiple districts.

☐ **Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List**

To remain on the County-Wide Substitute Teacher Eligibility List, each substitute must ensure that the following are **valid, up to date, and/or on file** with the KCSOS Credentials Office:

- a) Substitute Permit, Teaching/Services Credential, or Temporary County Certificate (TCC);
- b) Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test, or chest x-ray;
- c) County-Wide Substitute Fingerprint Clearance;
- d) Personal information;
- e) Certificate of Completion Mandated Child Abuse Reporting for Educators training dated on or after July 1<sup>st</sup> of each school year
- f) Certificate of Completion for Sexual Harassment Prevention for Non-Supervisory Personnel training dated on or after July 1<sup>st</sup> of each school year
- g) Completion of the CIP (emailed on/around July 1<sup>st</sup> each new school year)

*I acknowledge that I have **read and understand** the KCSOS County-Wide Substitute Teacher Eligibility List Requirements, as set forth herein above.*

Print: \_\_\_\_\_  
Last First Middle

Social Security No: XXX-XX-\_\_\_\_\_  
(last 4 only)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

A copy of these requirements will be placed in your County-Wide Substitute file.

If you have any questions, please contact the KCSOS Credentials Office at [credentials@kern.org](mailto:credentials@kern.org).

Office of John G. Mendiburu, Ed.D.

Kern County Superintendent of Schools

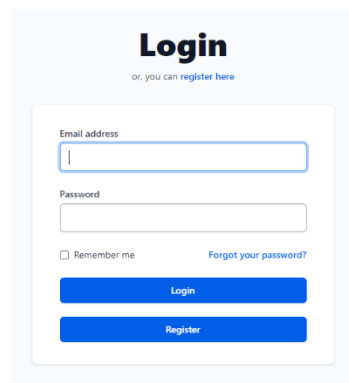
*Advocates for Children*

**Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention  
for Non-Supervisory Personnel Trainings**

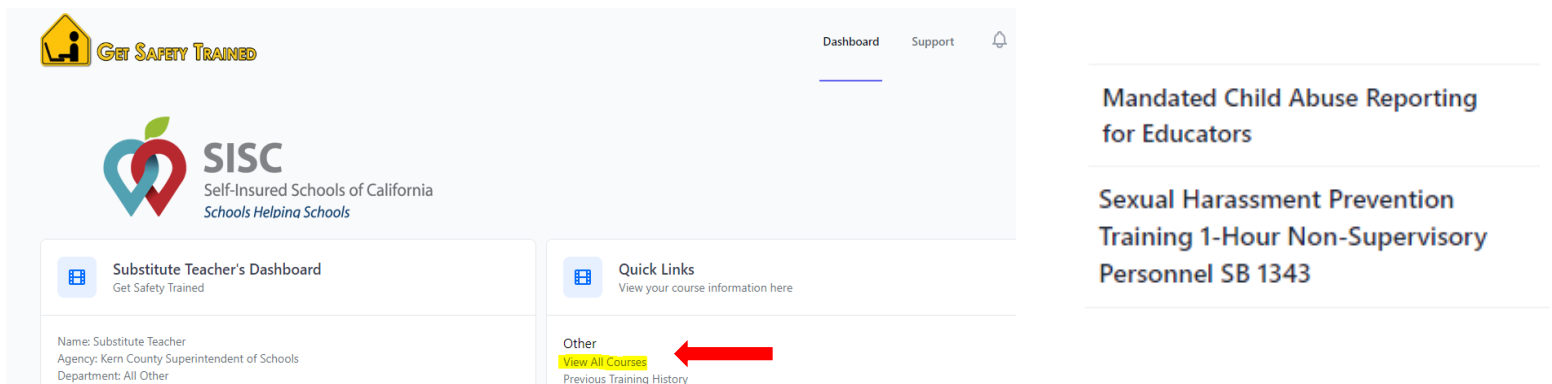
Assembly Bill 1432 requires mandated reporters under the Child Abuse Neglect and Reporting Act (CANRA) to complete training annually, and obtain a Certificate of Completion. Substitute teachers are mandated reporters.

Senate Bill 1343 requires all non-supervisory employees to complete sexual harassment training every two (2) years. Substitute teachers are under the category of non-supervisory employees. The KCSOS Credentials Office requires that you complete this training annually for continued placement on the County-Wide Substitute Teacher Eligibility List.

**Training Instructions**



1. Go to GetSafetyTrained.com
2. Click Log In in the Top Right
3. Select Register
4. Sign Up Below
5. Enter your personal email address in the district email address fields (If you don't have a personal email address, use a "mock" address. However, you must remember your email address in order to sign in.)
6. Employer Search – Type in "K" then select "Kern County Superintendent of Schools" Department – Select: All Other Jobs – Other (All Other)
7. Under Quick Links Select: "View All Courses"
8. Complete the Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention Training for Non-Supervisory Personnel SB 1343 – Training Certificates are Listed in Alphabetical Order



9. Submit printed copies of both Certificates of Completion to the KCSOS Credentials Office with your substitute packet material.  
By Appointment: [www.kern.org](http://www.kern.org); HR, Credential Appointments

The Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention Trainings must be completed and the certificates of completion submitted to the KCSOS Credentials Office each new school year on or after July 1, to remain an active substitute.



Kern County Superintendent of Schools  
Advocates for Children

**Application for CTC Recommendation**

In order for KCSOS to submit the online recommendation for your Permit/Credential, the Commission on Teacher Credentialing (CTC) requires the following information:	
Full Legal Name	First Middle Last
Social Security Number	
Date of Birth	
Contact Phone #	
Email Address	

**Professional Fitness** (Questions are on reverse side.)

When completing your application online you will be asked six (6) professional fitness or background questions. You will be asked about arrests, convictions, changes in education employment status as a result of misconduct, and disciplinary actions taken against a teaching or other license.

The Commission will evaluate your fitness to be granted a credential based on your answers to these questions and review of criminal history reports, an international database of teacher misconduct, previous reviews by the Commission, reports of educator misconduct from school districts and violations of teacher preparation tests.

**Warning:** 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.  
If you are in doubt, always err on the side of disclosure

If you answer “**yes**” to questions **a thru f**, **you must provide**, if available, to the Commission a copy of any documents related either to the accusations (allegations) or charges against you.

---

KCSOS Credentials Office Use Only

Date Entered Online _____ by _____
TCC Issued: <input type="checkbox"/> Yes by _____ Date _____
TCC Exp _____
<input type="checkbox"/> No, Reason _____

### Professional Fitness Questions

The Commission's new online application system will display any affirmative responses to these questions that you provided after May 29, 2012. However, you must disclose any information not previously provided. You will be asked:

<p>a. <b>Have you ever been dismissed, non-re-elected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b> <b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct. <b>NOTE:</b> If you answer "yes", you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p>b. <b>Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b> <b>Disclose:</b> All misdemeanors and felonies; convictions based on a plea of no contest or nolo contendere; convictions dismissed pursuant to Penal Code Section 1203.4; driving under the influence (DUI) or reckless driving convictions, no matter how much time has passed. <b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court; Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>c. <b>Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b> <b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>d. <b>Are any criminal charges currently pending against you?</b> <b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>e. <b>Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b> <b>If yes,</b> was the action taken by the California Commission on Teacher Credentialing? <b>NOTE:</b> If you answer "yes", you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>f. <b>Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b> <b>Do not disclose:</b> Final teaching licensing actions should be disclosed in question e. <b>NOTE:</b> If you answer "yes", you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

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.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have any "yes" answers, it is requested that you **provide all required documents** at the **time of application**. The Credentials Office will mail the paperwork to CTC on your behalf. Documents are mailed every Friday, except holidays. If you prefer to mail to CTC on your own, the TCC cannot be released. Please be aware that until the CTC has received this information, your application cannot be processed.

**District Contact Information for Substitute Teachers**

<b>District</b>	<b>Sub Contact &amp; Phone #</b>	<b>Automated Calling System</b>	<b>On-Line Application</b>
Arvin	Sandra Contreras - 854-6500	Yes	No-Paper application. Call or email to schedule an appointment. scontreras@arvin-do.com
BCSD	Rebecca Ablar - 631-4861 or ablar@bcsd.com	Yes	<b>Yes</b> - www.bcsd.com
Beardsley	Karen Murphy - 393-8550	No	No
Blake	Ann West- 536-8559	No	No
Buttonwillow	Rosa Zuniga - 764-5248	Yes	No
Caliente	Robin Shive, Super./Principal - 867-2301	No	No
Delano Elementary	Ricky Pimentel - 721-5000; X-00161	Yes	Yes - <a href="https://edjoin.org/Home/JobPosting/2049761">https://edjoin.org/Home/JobPosting/2049761</a>
Delano JUHSD	Martha Cortez - 720-4109	Yes	No
DiGiorgio	Ryan Lubatti - 854-2604	No	No
Edison	Lydia Rodriguez - 363-5394	Yes	No
El Tejon	Diana Holt - 248-6247; X-3	No	No
Elk Hills	Shara Neufeld - 765-7431	No	No
Fairfax	Marisol Iribe - 366-7221	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.fairfax.k12.ca.us">www.fairfax.k12.ca.us</a>
Fruitvale	Karla Morales - 589-3830; X-201	Yes	<b>Yes</b> <a href="http://www.fruitvale.k12.ca.us">www.fruitvale.k12.ca.us</a>
General Shafter	Christina Martinez - 837-1931; X-222	No	No
Greenfield	Karen Nichols - 837-6000; X-4831 Sarah Romero - 837-6000; X-4891	Yes	<b>Yes</b> -www.gfusd.net
KCSOS	Cynthia Harmening - 636-4633	Yes	<b>Yes</b> -www.kern.org
Kern High	Christina Garcia; Lauri Matheson - 827-3456; X-53456	Yes	<b>Yes</b> - www.kernhigh.org
Kernville	Lissa Robinson - 760/379-2621; X-403	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.kernvilleusd.org">www.kernvilleusd.org</a>
Lakeside	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Lamont	Janet Medina - 845-0751	Yes	No
Linns Valley	Starla Atkins - 536-8811	No	No
Lost Hills	Miriam Salinas - 797-2632	No	No
Maple	Angelica Fernandez - 746-4439	No	No
Maricopa	Trisha Dooty - 769-8231; X-201	No	No

**District Contact Information for Substitute Teachers**

<b>District</b>	<b>Sub Contact &amp; Phone #</b>	<b>Automated Calling System</b>	<b>On-Line Application</b>
McFarland	Beronica Cavazos - 792-3081; X-119	Yes	No
McKittrick	Marlene Morales - 762-7303	No	No
Midway	Shawna Taylor - 768-4344	No	No
Mojave	Jill Nemeth - 661/824-4001; X-221	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.mojave.k12.ca.us">www.mojave.k12.ca.us</a>
Muroc	Jonathan Soules - 760/769-4821; Ext. 1223	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.muroc.k12.ca.us">www.muroc.k12.ca.us</a>
Norris	Tamara Schuster - 387-7000	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.norris.k12.ca.us">www.norris.k12.ca.us</a>
Panama-BV	Stephanie Toscano - 831-8331; Ext. 6106	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.pbvusd.net">www.pbvusd.net</a>
Pond	Kim Howard - 792-2545	No	No
Richland	Nora Mejia - 746-8702	No	No
Rio Bravo-Greeley	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Rosedale	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Semitropic	Rosa Navarro- 758-6412	No	No
Sierra Sands	Jan Burke - 760/499-1622	No	<b>Yes</b> - Paper App to Print <a href="http://www.ssusdschools.org">www.ssusdschools.org</a>
South Fork	Cindy Strange- 760/378-4000; X-150	No	<b>Yes</b> - Paper App to Print <a href="http://www.southforkschool.org">www.southforkschool.org</a>
Southern Kern	Monica Ritts - 256-5000	Yes	No
Standard	Human Resources - 392-2110	Yes	No
Taft City	Chelsey Voliva - 763-1521; X-101002	Yes	<b>Yes</b> - <a href="http://taftcity.org">taftcity.org</a> ; "Employment" or at <a href="http://edjoin.org/taftcity">edjoin.org/taftcity</a>
Taft High	Lauri Matheson - 763-2336	Yes	<b>Yes</b> - <a href="http://www.taftunion.org">www.taftunion.org</a>
Tehachapi	Jamie McCord - 822-2100; X-2703	Yes	<b>Yes</b> - Paper App to Print <a href="http://www.teh.k12.ca.us">www.teh.k12.ca.us</a>
Vineland	Leticia Kellams - 845-3713; X-2703	Yes	No
Wasco Elementary	Claire Acosta - 758-7109	No	No
Wasco High SD	Yolanda Garcia - 758-7400; X-50105	Yes	No

## District Substitute Rates 2025-2026

District ID#	District Name:	District/Hourly Rate:	Long Term Rate:	Long Term Rate Begins:
<b>ELEMENTARY DISTRICTS:</b>				
01	Arvin Union	\$220/day	\$250/day	On the 21st consecutive day in the same class (Retro back to the first day)
04	Bakersfield City	\$200/day	\$260/day	Begins on 15th day of assignment retro to first day of assignment
06	Beardsley	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
09	Blake	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
12	Buttonwillow	\$180/day	\$220/day	After 28 days
13	Caliente Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
16	Delano Union	\$180/day	\$220/day Non-Credentialed \$255/day Credentialed	After 21st consecutive day in the same assignment
18	Di Giorgio	\$200/day	Certificated Salary Schedule Step1 Column 1	After 15th continous day in same classroom
20	Edison	\$260/day	\$260/day	July 1st, 2025
22	Elk Hills	\$200/day	\$200/day	
25	Fairfax	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
27	Fruitvale	\$165/day	\$215/day	Immediately after 20 days or more
29	General Shafter	\$185/day	\$200/day	After 20 consecutive days
32	Greenfield Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
38	Kernville Union	\$190/day	\$250/day	After the 20th consecutive days in same assignment
40	Lakeside Union	\$185/day	\$235/day	11th day
41	Lamont	\$200/day	\$220/day	On the 21st consecutive day
43	Linns Valley-Poso Flat	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
44	Lost Hills Union	\$225/day	\$240/day	After 20th consecutive days in the same class
46	Maple	TK - 3rd \$180; 4th - 8th \$190	\$225/day	15 days
50	McKittrick	\$175/day	\$175/day	Not Provided-Contact District
52	Midway	\$200/day	\$200/day	Contact District
54	Norris	\$160/day	\$212/day	20th day
56	Panama-Buena Vista Union	\$180/day	\$230/day	Effective the 11th consecutive day worked \$500 quarterly bonus
58	Pond	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
62	Richland	\$210/day	\$298.87/day	On the 21st day of a single classroom assignment
64	Rio Bravo-Greeley	\$160/day	\$212/day	21+ consecutive day in the same assignment
66	Rosedale	\$160/day	\$211.21/day	On 21st day
68	Semitropic	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
72	South Fork Union	\$190/day	\$250/day	21st day
77	Standard	\$180/day	\$210/day	Contact District
74	Taft City	\$250/day	\$300/day	21st day of Sp Ed assignment or 31st day of Gen Ed assignment
75	Vineland	\$175/day	\$200/day	21st day
77	Wasco Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
<b>HIGH SCHOOL DISTRICTS:</b>				
81	Delano Joint Union	\$200/day	\$215/day	21st consecutive day
83	Kern High	\$38/period (Credentialed) \$35/period (30 Day Sub Permit)	\$54/period	After the 15th consecutive day in the same assignment
76	Taft Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
85	Wasco Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
<b>UNIFIED SCHOOL DISTRICTS:</b>				
88	El Tejon	\$150/day	\$175/day	Day 21
91	Maricopa	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
89	McFarland	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
90	Mojave	\$250 four hours or more \$125 less than four hours	\$270 (After day 20) Must meet district guidelines \$260 Retired Teacher (After day 21)	
92	Muroc	\$165/day	\$190/day	On the 21st consecutive day retro back to start of assignment
95	Sierra Sands	\$25/hour	\$31.50/hour	After the 10th consecutive day
93	Southern Kern	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
94	Tehachapi	\$200-\$225/day	Contact District	Contact District
<b>COUNTY OFFICE OF EDUCATION:</b>				
98	Kern County Supt. of Schools	\$175/day \$25/hour	\$315/day teacher \$45/hour	As of the 21st day

## TWENTY-FIVE TIPS FOR SUBSTITUTE TEACHERS

1. Arrive at school early to survey lesson plans, locate materials, review fire and earthquake instructions, and meet a few teachers.
2. Look over the seating chart and zero in on a few names so that you can establish a rapport immediately.
3. Ask questions – regular staff members will be glad to help.
4. Be confident, concise and firm. Your first words and actions go a long way toward setting the tone of the day.
5. Follow the regular teacher's lesson plans and discipline system to the best of your ability.
6. Speak softly and wait until all the students are listening before giving instructions.
7. Deal with the individual, not the group, when discipline problems occur. Be firm and stay in control of the situation. Request help if needed.
8. Have your own simple discipline and reward system in case you can't figure out the classroom's behavior management system.
9. Avoid commanding and threatening. Solicit cooperation. You are on the same team.
10. Compliment the students on class displays, behavior, enthusiasm, etc.
11. Circulate as students are working. Make positive comments and/or put various colored pluses on their papers (i.e. green for a proper heading, red for working quietly, and blue for having solved a problem correctly).
12. Listen to the students and be observant.
13. Allow students to help you with daily routines – involve the students. When appropriate, help students check their own work.
14. Bail out of a lesson that is failing. Move on to something you are comfortable with or review.
15. Have a story, game or other activity prepared in case you finish lessons early.
16. Have generic lessons that can be used at a variety of grade levels just in case a blank spot occurs.
17. Avoid assigning "busy work."
18. Never leave the class unattended.
19. Grade papers that can easily be checked.
20. Do not dismiss students early.
21. Dismiss students in an orderly fashion, one group at a time.
22. Be respectful of classroom equipment and supplies. Put pencils, paper, books, etc. away neatly.
23. Leave the room in order. Have the students' pickup papers, straighten desks, etc.
24. Lock the door when you leave the room.
25. Leave a note for the teacher. Include positive experiences, a progress report, list of absent students, and names of cooperative, as well as, uncooperative students.

**DIVISION OF PROFESSIONAL PRACTICES  
PROFESSIONAL FITNESS QUESTIONS  
DOCUMENT SUBMISSION FORM**

Date: \_\_\_\_\_

To: Commission on Teacher Credentialing  
Division of Professional Practices  
1900 Capitol Avenue  
Sacramento, CA 95811  
dppinfo@ctc.ca.gov

From: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Re: **Document Submission Form**

SSN (last four): \_\_\_\_\_ DOB: \_\_\_\_\_ Maiden Name/AKA: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_ Payment Conf. #: \_\_\_\_\_

Employing Agency/District (at time of discipline action): \_\_\_\_\_

Current Employing Agency/District: \_\_\_\_\_

I am submitting the following documents that pertain to my “yes” answers regarding the Professional Fitness Questions (please check the following documents that apply):

Notice of Intent to Dismiss/Suspend

District Investigation Report

Statement of Charges/Accusation

Copy of Signed Contract

Request for Hearing

Letter of Resignation/Retirement

Final Decision

Settlement Agreement

Board Acceptance

Explanation of Incident

CPS Report (other agencies)

Police, Sheriff's Report/Case # \_\_\_\_\_

Social Services Report

Court Records/Case # \_\_\_\_\_

Case Number(s) \_\_\_\_\_

Licensing Agency Report: \_\_\_\_\_

Other: \_\_\_\_\_





## Professional Fitness Explanation Form

The Professional Fitness section of each application contains six questions. If you answered yes to any question, you must submit an Explanation Form **for each incident**, even if the incident was previously disclosed. If you are reporting convictions, each conviction must be disclosed on a separate explanation form.

### ***Special note regarding criminal convictions or pending criminal charges:***

You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit additional documentation. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

**Warning:** Failure to disclose any required information is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. Failure to submit the required explanation or documentation may result in your application being rejected.

### ***Using this form:***

This form contains five sections. Determine which sections apply to each incident and complete the required information.

<b><i>If you answered yes to...</i></b>	<b><i>Complete the following section of this form...</i></b> <i>(click the section letter below to be transported to that section)</i>
Question <b>a</b>	Section A
Question <b>b</b>	Section B
Question <b>c</b>	Section C
Question <b>d</b>	Section D
Question <b>e, f</b>	Section E

**Section A:** Required information for yes answer to Professional Fitness Question a.

**NOTE:** You must provide copies of the following documents regarding the action below: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.

For question a, indicate the action taken:	
Dismissed	Effective date: _____
Retired	Effective date: _____
Resigned	Effective date: _____
Non-reelected	Effective date: _____
Suspended without pay	Effective dates: _____

Name of employer at time of action:	
Address:	
Telephone number:	Contact person (if known):

Describe in detail the incident(s) that resulted in the above action (attach additional sheets if necessary):

**Section B:** Required information for yes answer to Professional Fitness Question b.

**NOTE:** You must provide a copy of the investigative report and a certified copy of the court docket regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.

Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.

Date of conviction:
Date of offense:
List the code section(s) violated, including whether each count was a misdemeanor or a felony:

Location of offense:
Name of law enforcement agency:
Jurisdiction (name of court):

Convicted by:	
<div>Jury trial</div> <div>Court trial</div>	<div>Guilty plea</div> <div>No contest or nolo contendere plea</div>
Sentence and conditions of probations, if any:	

Describe the incident(s) leading to your arrest and conviction in detail (attach additional sheets if necessary):

**Section C:** Required information for yes answer to Professional Fitness Question c.

**NOTE:** You must provide a copy of the investigative report and a certified copy of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Provide an explanation of inquiry or investigation:

What is the current status of the inquiry or investigation
Ongoing (when was the investigation started): _____
Completed (when): _____

Location:
Name of agency, department, or law enforcement agency conducting the inquiry or investigation:
Jurisdiction (name of court):

Were children involved:	No	Yes
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No	Yes
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

**Section D:** Required information for yes answer to Professional Fitness Question d.

**NOTE:** You must provide a copy of the investigative report and a certified copy of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

List the pending charges, including whether each count is a misdemeanor or felony:

In what jurisdiction (court) are the charges pending?
Date(s) of alleged criminal conduct
Name of arresting or investigating agency:

Were children involved:	No	Yes
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No	Yes
If yes, what school and school district:		

Describe the incident(s) resulting in the filing of these charges in detail (attach additional sheets if necessary):

**Section E:** Required information for yes answer to Professional Fitness Question e or f.

**NOTE:** You must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.

List the applicable license(s) or credential(s):			
License number(s):			
Action(s) taken:			
Private Admonition	Date:		
Public Reprimand	Date		
Suspension	Dates:		How Long? _____
Fine	Date:		Amount? _____
Revocation	Date:		
Denial of application	Date:		
- Were you subsequently granted?    NO            YES            When? _____			
Probation (provide the term)			
_____			
Other Explain:			
_____			
_____			
_____			

Agency's name:	
Address:	
Telephone number:	Contact person (if known):

Location of misconduct:	
Were children involved:	No                      Yes
If yes, indicate how:	
_____	
_____	
_____	





**OFFICE OF JOHN G. MENDIBURU, Ed.D.**  
**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**1300 17th Street - CITY CENTRE, Bakersfield, CA 93301-4533**  
**(661) 636-4000 • FAX (661) 636-4130 • [www.kern.org](http://www.kern.org)**

**2025-2026 Kern County School Districts and Administrators**  
*(Revised 9/4/2025)*

**Elementary School Districts**

**ARVIN UNION SCHOOL DISTRICT**

Georgia Rhett, District Superintendent  
Emma Pereida-Martinez, Assistant Supt.  
737 Bear Mountain Blvd.  
Arvin, CA 93203  
p. 854-6500 f. 854-2362  
[www.arvinschools.com](http://www.arvinschools.com)

**Arvin State Preschool**

Angelica Salinas, Coordinator  
p. 854-6580 f. 854-7523

**Bear Mountain Elementary School**

Ricardo Salinas, Principal  
p. 854-6590 f. 854-6599

**El Camino Real Elementary School**

Guadalupe Calderon, Principal  
p. 854-6661 f. 854-2474

**Haven Drive Middle School**

Magdalena Hernandez, Principal  
p. 854-6540 f. 854-1440

**Sierra Vista School**

Rosemarie Borquez, Principal  
p. 854-6560 f. 854-7523

**BAKERSFIELD CITY SCHOOL DISTRICT**

Dr. Karling Aguilera-Fort, Interim Supt.  
1300 Baker St.  
Bakersfield, CA 93305  
p. 631-4600 f. 631-4623  
[www.bcsd.com](http://www.bcsd.com)

**Casa Loma Elementary School**

Lemuel Kwon, Principal  
p. 631-5200 f. 831-0458

**Paul L. Cato Middle School**

Anthony Richardson, Principal  
p. 631-5245 f. 366-6008

**Cesar E. Chavez Elementary School**

Shannon Jensen, Principal  
p. 631-5870 f. 363-7649

**Bernice Harrell Chipman**

**Junior High School**

Tomas Prieto, Principal  
p. 631-5210 f. 631-3229

**College Heights Elementary School**

Dylan Capilla, Principal  
p. 631-5220 f. 631-4510

**Compton Junior High School**

Erin Estep, Principal  
p. 631-5230 f. 631-3166

**James Curran Middle School**

Gerardo Lewis, Principal  
p. 631-5240 f. 833-9247

**Downtown Elementary School**

Lynn McEntire, Principal  
p. 631-5920 f. 631-3276

**Henry Eissler Elementary School**

Melissa Mabry, Principal  
p. 631-5250 f. 872-2649

**Emerson Middle School**

Myron Williams, Principal  
p. 631-5260 f. 327-7608

**Evergreen Elementary School**

Jason Brannen, Principal  
p. 631-5930 f. 631-3190

**Dr. Douglas K. Fletcher Elem. School**

Denise Flowers, Principal  
p. 631-5960 f. 366-6006

**Franklin Elementary School**

Carla Tafoya, Principal p.  
p. 631-5270 f. 631-3210

**John C. Fremont Elementary School**

Lorie Morris, Principal  
p. 631-5280 f. 631-4527

**Ramon Garza Elementary School**

Julie Segura Padilla, Principal  
p. 631-5290 f. 631-3110

**Ruth Harding Elementary School**

Abraham Rivera, Principal  
p. 631-5300 f. 631-4587

**Caroline Payne Harris Elementary School**

Melissa Capilla, Principal  
p. 631-5310 f. 631-3178

**Stella Hills Elementary School**

Steve Robinson, Principal  
p. 631-5320 f. 631-3119

**Hort Elementary School**

Melissa Banal Hoyt, Principal  
p. 631-5330 f. 631-3208

**Jefferson Elementary School**

Ana Rivera, Principal  
p. 631-5340 f. 631-3104

**Rafer Johnson Children's Center**

Courtney Brown, Site Admin  
p. 631-5850 f. 631-3289

**Martin Luther King, Jr. Elementary School**

Cheryl Stamper, Principal  
p. 631-5229 f. 397-1041

**Lincoln Jr. High School**

David Bonilla, Principal  
p. 631-5950 f. 631-5215

**Longfellow Elementary School**

Leticia Ochoa, Principal  
p. 631-5350 f. 395-1514

**Horace Mann Elementary School**

Russell Gayer, Principal  
p. 631-5360 f. 872-3165

**McKinley Elementary School**

Kelli Michaud, Principal  
p. 631-5370 f. 859-0462

**Mount Vernon Elementary School**

Teresa Arambula, Principal  
p. 631-5380 f. 631-3126

**Millie Gardette Munsey  
Elementary School**

Sarah Riess, Principal  
p. 631-5390 f. 833-8249

**Colonel Howard Nichols Elementary School**

David Tapia, Principal  
p. 631-5400 f. 631-4902

**Myra A. Noble Elementary School**

Marilyn Strongin, Principal  
p. 631-5410 f. 631-3248

**Bessie E. Owens Elementary School**

Loren Anthony, Principal  
p. 631-5420 f. 859-0913

**Leo G. Pauley Elementary School**

Ramona "Mona" Ross, Principal  
p. 631-5430 f. 631-3215

**William Penn Elementary School**

Marshall Dillard, Principal  
p. 631-5440 f. 633-9795

**Pioneer Drive Elementary School**

Traci Hicks, Principal  
p. 631-5450 f. 363-7491

**Roosevelt Elementary School**

Susana Rios, Principal  
p. 631-5460 f. 324-4326

**Sequoia Middle School**

Sara Williams, Principal  
p. 631-5940 f. 397-3010

**Sierra Middle School**

Julie Short, Principal  
p. 631-5470 f. 327-7610

**Walter Stiern Middle School**

Deicy Gonzalez, Principal  
p. 631-5480 f. 363-7823

**Dr. Juliet Thorner Elementary School**

Edward Haynes, Principal  
p. 631-5490 f. 871-5005

**Marsa Voorhies Elementary School**

Sharleen McKelvey, Principal  
p. 631-5800 f. 363-6254

**Washington Middle School**

Jalina Baker, Principal  
p. 631-5810

**Wayside Elementary School**

Yoselin Ventura, Principal  
p. 631-5820 f. 631-4593

**Frank West Elementary School**

Russ Taylor, Principal  
p. 631-5830 f. 631-4519

**Williams Elementary School**

Anamarie Mendez, Principal  
p. 631-5840 f. 395-9517

**BEARDSLEY SCHOOL DISTRICT**

Paul Miller, District Superintendent  
Jack Chen, Assistant Superintendent  
1001 Roberts Ln.  
Bakersfield, CA 93308  
p. 393-8550 f. 393-5965  
[beardsleyschool.org](http://beardsleyschool.org)

**Beardsley Elementary School**

Aimee Williamson, Principal  
p. 392-1417 f. 387-1587

**Beardsley Junior High School**

Monica West, Principal  
p. 392-9254 f. 399-3925

**North Beardsley Elementary School**

Michael Kimberlin, Principal  
p. 392-0878 f. 392-1399

**San Lauren Elementary School**

Kari Baker, Principal  
p. 393-5511 f. 393-9064

**BLAKE ELEMENTARY SCHOOL DISTRICT**

Mary Westendorf, District Supt.  
Laren Palmbach, Principal  
19165 Main St.  
mailing address: P.O. Box 40  
Woody, CA 93287  
p. 536-8559 f. 536-9389  
[blakesd.org](http://blakesd.org)

**BUTTONWILLOW UNION SCHOOL DISTRICT**

Hiedi Witcher, District Superintendent  
42600 Highway 58  
Buttonwillow, CA 93206  
p. 764-5166 f. 764-5165  
[www.buttonwillow.k12.ca.us](http://www.buttonwillow.k12.ca.us)

**Buttonwillow Elementary School**

Rebecca Castellanos, Principal  
p. 764-5248 f. 764-5805

**CALIENTE UNION SCHOOL DISTRICT**

Robin Shive, District Superintendent  
12400 Caliente Creek Rd.  
Caliente, CA 93518  
p. 867-2301 f. 867-6902  
[www.calienteschooldistrict.org](http://www.calienteschooldistrict.org)

**Caliente School**

Robin Shive, Principal  
p. 867-2301 f. 867-6902

**Piute Mountain School**

Robin Shive, Principal  
p. 867-2301 f. 867-6902

**DELANO UNION SCHOOL DISTRICT**

Rosalina Rivera, District Superintendent  
1405 12th Ave.  
Delano, CA 93215  
p. 721-5000 f. 725-2446  
[www.duesd.org](http://www.duesd.org)

**Albany Park School**

Janice Vargas, Principal  
p. 721-5020 f. 721-2833

**Almond Tree Middle School**

Rodney Del Rio, Principal  
p. 721-3641 f. 721-3649

**Cecil Avenue Math and Science Academy**

Lionel Reyna, Principal  
p. 721-5030 f. 721-5097

**Del Vista Math & Science Academy**

Markos Lara, Principal  
p. 721-5040 f. 721-5087

**Fremont School**

Martha Barajas, Principal  
p. 721-5050 f. 721-5058

**Harvest Elementary School**

Karen Mayberry- Weirather, Principal  
p. 720-2725 f. 720-2715

**La Viña Middle School**

Jennifer Townson, Principal  
p. 721-3601 f. 721-3662

**Morningside School**

Shirley Gibbs, Principal  
p. 720-2700 f. 720-2838

**Nueva Vista Language Academy**

Casey Rivas, Principal  
p. 721-5070 f. 721-3638

**Pioneer School**

Anna Singh, Principal  
p. 474-4911 f. 721-7725

**Princeton Street School**

Mark Ruiz, Principal  
p. 721-5080 f. 721-5084

**Terrace Elementary School**

Michelle Gaeta, Principal  
p. 721-5060 f. 721-5074

**DI GIORGIO SCHOOL DISTRICT**

Jennifer Allen, District Supt./Principal  
19405 Buena Vista Blvd.  
Arvin, CA 93203  
p. 854-2604 f. 854-8746  
[www.digiorgio.k12.ca.us](http://www.digiorgio.k12.ca.us)

**EDISON ELEMENTARY SCHOOL DISTRICT**

Jairo Arrellano, District Superintendent  
11518 School St.  
P.O. Box 368  
Edison, CA 93220  
p. 363-5394 f. 363-4631  
[www.edison.k12.ca.us](http://www.edison.k12.ca.us)

**Edison Middle School**

Zaena Araneta, Principal  
p. 366-8216 f. 366-0922

**Orangewood Elementary School**

Brandie Brown, Principal  
p. 366-8440 f. 366-0159

**ELK HILLS SCHOOL DISTRICT**

Tiffany Touchstone, District Supt./Principal  
501 Kern St.  
mailing address: P.O. Box 129  
Tupman, CA 93276  
p. 765-7431 f. 765-4583  
[www.elkhills.k12.ca.us](http://www.elkhills.k12.ca.us)

**FAIRFAX SCHOOL DISTRICT**

Lora Brown, District Superintendent  
1500 S. Fairfax Rd.  
Bakersfield, CA 93307  
p. 366-7221 f. 366-1901  
[www.fairfax.k12.ca.us](http://www.fairfax.k12.ca.us)

**Fairfax Junior High School**

Ana Perez, Principal  
p. 366-4461 f. 366-5831

**Shirley Lane Elementary School**

Wendy Burkhead, Principal  
p. 363-7684 f. 363-7552

**Virginia Avenue School**

Shannon Jackson, Principal  
p. 366-3223 f. 366-2043

**Zephyr Lane Elementary School**

Pam Stanley, Principal  
p. 366-0024 f. 366-0266

**FRUITVALE SCHOOL DISTRICT**

Leslie Garrison, District Superintendent  
Kim Carlson, Assistant Superintendent  
7311 Rosedale Hwy.  
Bakersfield, CA 93308-5738  
p. 589-3830 f. 589-3674  
[www.fruitvale.k12.ca.us](http://www.fruitvale.k12.ca.us)

**Columbia Elementary School**

Angela Rucks, Principal  
p. 588-3540 f. 589-5264

**Discovery Elementary School**

Eva Martinez, Principal  
p. 589-7336 f. 587-9413

**Endeavour Elementary School**

Stephanie Garnett, Principal  
p. 588-3550 f. 587-9318

**Fruitvale Junior High School**

Erick Rouanzoin, Principal  
p. 589-3933 f. 588-3259

**Quailwood Elementary School**

Megan Gregg, Principal  
p. 832-6415 f. 831-7391

**GENERAL SHAFTER SCHOOL DISTRICT**

Chris Salyards, District Superintendent  
Brittany Harer, Principal  
1825 Shafter Rd.  
Bakersfield, CA 93313  
p. 837-1931 f. 837-8261  
[generalshafter.org](http://generalshafter.org)

**GREENFIELD UNION SCHOOL DISTRICT**

Ramon Hendrix, District Superintendent  
1624 Fairview Rd.  
Bakersfield, CA 93307  
p. 837-6000 f. 832-2873  
[www.gfusd.net](http://www.gfusd.net)

**Fairview Elementary School**

Leticia Canales, Principal  
p. 837-6050 f. 837-6056

**Granite Pointe Elementary School**

Gloria Batshoun, Principal  
p. 837-6040 f. 837-6049

**Greenfield Community School**

Brandon Harris, Administrator  
p. 837-3717 f. 837-3719

**Greenfield Middle School**

Sandy Welch, Principal  
p. 837-6110 f. 832-7431

**Horizon Elementary School**

Jamie Dwyer, Principal  
p. 837-3730 f. 837-3734

**W. A. Kendrick School**

Tracy Debuskey, Principal  
p. 837-6190 f. 397-0226

**McKee Middle School**

Hilary Heisler, Principal  
p. 837-6060 f. 834-7566

**Leon H. Ollivier Middle School**

Sheila Johnson, Principal  
p. 837-6120 f. 396-0963

**Raffaello Palla Elementary School**

Monica Cachu, Principal  
p. 837-6100 f. 837-6106

**Prosperity Elementary School**

Cari Singleton, Principal  
p. 837-6070 f. 837-6077

**Planz Elementary School**

Emily Guthery, Principal  
p. 837-6080 f. 831-5467

**Valle Verde Elementary School**

Nicole Zandes, Principal  
p. 837-6150 f. 837-6159

**GROW PUBLIC SCHOOLS**

Barbara Grimm-Marshall, Founder & President  
Doc Ervin, Interim Chief Executive Officer  
5080 California Avenue, Suite 100  
Bakersfield, CA 93309  
p. 661-432-7880  
[www.growpublicschools.org](http://www.growpublicschools.org)

**Grow Public School Arvin**

Sheyanne Ledford, Principal  
p. 390-4486 f. 855-8249

**Grow Public School Shafter**

Lacie Harris, Principal  
p. 630-7220

**KERNVILLE UNION SCHOOL DISTRICT**

Steve Martinez, District Superintendent  
3240 Erskine Creek Rd.  
Lake Isabella, CA 93240  
p. (760) 379-3651 f. (760) 379-3812  
[www.kernvilleusd.org](http://www.kernvilleusd.org)

**Kernville Elementary School**

Marcy Refuerzo, Principal  
p. (760) 376-2249 f. (760) 376-1935

**Woodrow W. Wallace Elementary School**

Lisa Burgess, Principal  
p. (760) 379-2621 f. (760) 379-1322

**Woodrow W. Wallace Middle School**

Frank Flores, Principal  
p. (760) 379-4646 f. (760) 379-5953

**LAKESIDE UNION SCHOOL DISTRICT**

Ty Bryson, District Superintendent  
Mike McGrath, Assistant Superintendent  
14535 Old River Rd.  
Bakersfield, CA 93311  
p. 836-6658 f. 836-8059  
[www.lakesideusd.org](http://www.lakesideusd.org)

**Lakeside School**

Kristin Angelo, Principal  
p. 831-3503 f. 831-7709

**Donald E. Suburu School**

Tara Carr, Principal  
p. 665-8190 f. 665-8282

**LAMONT SCHOOL DISTRICT**

Lori Gonzalez, District Superintendent  
7915 Burgundy Ave.  
Lamont, CA 93241  
p. 845-0751 f. 216-7667  
[www.lamontschooldistrict.org](http://www.lamontschooldistrict.org)

**Alicante Avenue School**

Jacklyn Gomez Jimenez, Principal  
p. 845-1452 f. 845-3192

**Lamont Elementary School**

Alexander Ball, Principal  
p. 845-4404 f. 845-5837

**Mountain View Middle School**

Kyle Pruitt, Principal  
p. 845-2291 f. 845-1839

**Myrtle Avenue School**

Gloria Moreno, Principal  
p. 845-2217 f. 845-4816

**LINNS VALLEY-POSO FLAT UNION SCHOOL DISTRICT**

Timari Duty District Supt./Principal  
158 White River Rd.  
P.O. Box 399  
Glennville, CA 93226  
p. 536-8811 f. 536-8878  
[linnsvalleyschooldistrict.org](http://linnsvalleyschooldistrict.org)

**LOST HILLS UNION SCHOOL DISTRICT**

Harrison Favereaux, District Superintendent  
Fidelina Saso, Assistant Superintendent  
20951 Pavilion Way  
mailing address: P.O. Box 158  
Lost Hills, CA 93249  
p. 797-2941 f. 797-2580  
[losthills.k12.ca.us](http://losthills.k12.ca.us)

**Lost Hills Elementary School**

Veronica Gregory, Principal  
p. 797-2626 f. 797-3015

**A. M. Thomas Middle School**

Veronica Gregory, Principal  
p. 797-2626 f. 797-3015

**MAPLE SCHOOL DISTRICT**

Bryan Easter, District Superintendent  
Christy Herstad, Principal  
29161 Fresno Ave.  
Shafter, CA 93263  
p. 746-4439 f. 746-4765  
[maple.k12.ca.us](http://maple.k12.ca.us)

**McKITTRICK SCHOOL DISTRICT**

Dawn Bouelle, District Supt./Principal  
23250 2nd St.  
mailing address: P.O. Box 277  
McKittrick, CA 93251  
p. 762-7303 f. 762-7283  
[mckittrickschool.org](http://mckittrickschool.org)

**MIDWAY SCHOOL DISTRICT**

Al Quezada, District Supt./Principal  
259 F. St.  
P.O. Box 39  
Fellows, CA 93224  
p. 768-4344 f. 768-4746  
[midwayschooldistrict.org](http://midwayschooldistrict.org)

**NORRIS SCHOOL DISTRICT**

Cy Silver, District Superintendent  
6940 Calloway Dr.  
Bakersfield, CA 93312  
p. 387-7000 f. 399-9750  
[www.norris.k12.ca.us](http://www.norris.k12.ca.us)

**William B. Bimat Elementary School**

Jodi Mudryk, Principal  
p. 387-7080 f. 589-7849

**Norris Elementary School**

Erin Hudson, Principal  
p. 387-7020 f. 587-9043

**Norris Middle School**

Amy Sawaske, Principal  
p. 387-7060 f. 399-9750

**Olive Drive Elementary School**

Leanne Mahan, Principal  
p. 387-7040 f. 399-3149

**Veterans Elementary School**

Joni Saltee, Principal  
p. 387-7050 f. 589-5758

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**

Katie Russell, District Superintendent  
Jennifer Irvin, Assistant Superintendent  
4200 Ashe Rd.  
Bakersfield, CA 93313  
p. 831-8331 f. 398-0669  
[www.pbvUSD.k12.ca.us](http://www.pbvUSD.k12.ca.us)

**O. J. Actis Junior High School**

Patrick Spears, Principal  
p. 833-1250 f. 833-9656

**Berkshire Elementary School**

Amy Mensing, Principal  
p. 834-9472 f. 834-7876

**Buena Vista Elementary School**

Daniel Hansford, Principal  
p. 831-0818 f. 831-4842

**Charles H. Castle Elementary School**

Adam Straw, Principal  
p. 834-5311 f. 834-9422

**Leo B. Hart Elementary School**

Rebekah Stambook, Principal  
p. 664-1296 f. 664-0176

**Highgate Elementary School**

Morgan Hicks, Principal  
p. 501-1617

**Laurelglen Elementary School**

Aliece Stanley, Principal  
p. 831-4444 f. 831-6689

**Roy W. Loudon School**

Jared Coppolo, Principal  
p. 398-3210 f. 398-6233

**Sing Lum School**

Dion Lovio, Principal  
p. 664-1611 f. 664-1852

**Christa McAuliffe Elementary School**

Christina Ishii, Principal  
p. 665-9471 f. 665-9821

**Douglas J. Miller Elementary School**

Dan Bickam, Principal  
p. 836-6689 f. 836-8452



**Mountain View Elementary School**

Erica Rojas, Principal  
p. 501-1700

**Panama Elementary School**

Brian Malavar, Principal  
p. 831-1741 f. 831-6662

**Old River Elementary School**

Kathy Josephson, Principal  
p. 831-1741 f. 831-6662

**Ronald Reagan Elementary School**

Matthew Kennedy, Principal  
p. 665-8099 f. 665-8311

**Louise Sandrini Elementary School**

Dr. Arika Jackson, Principal  
p. 397-1515 f. 97-3817

**Amy B. Seibert Elementary School**

Brian Gridiron, Principal  
p. 832-4141 f. 832-3734

**Stine Elementary School**

Shelly Tiffin, Principal  
p. 831-1022 f. 831-6610

**Stockdale Elementary School**

Matthew Merickel, Principal  
p. 831-7835 f. 831-7701

**Stonecreek Junior High School**

Katrina Wilson, Principal  
p. 834-4521 f. 834-6908

**Tevis Junior High School**

Julie Graves- Faulkenberg, Principal  
p. 664-7211 f. 664-9659

**Fred L. Thompson Junior High School**

Lana Martin, Principal  
p. 832-8011 f. 832-5165

**Wayne Van Horn Elementary School**

Montrelle Henry, Principal  
p. 324-6538 f. 324-2007

**Earl Warren Junior High School**

Darryl Pope, Principal  
p. 665-9210 f. 665-9507

**Whitley Elementary School**

Joshua Porter, Principal  
p. 885-6600 f. 831-7357

**Bill L. Williams Elementary School**

Daphne Garcia, Principal  
p. 837-8070 f. 837-4459

**POND SCHOOL DISTRICT**

Alex Lopez, District Supt./Principal  
29585 Pond Rd.  
Wasco, CA 93280  
p. 792-2545 f. 792-5099  
[pond.k12.ca.us](http://pond.k12.ca.us)

**RICHLAND SCHOOL DISTRICT**

Annette Blacklock, District Superintendent  
Elia Sagasta, Assistant Superintendent  
331 Shafter Ave.  
Shafter, CA 93263  
p. 746-8600 f. 746-8614  
[www.richland.k12.ca.us](http://www.richland.k12.ca.us)

**Golden Oak Elementary School**

Diane Barnett, Principal  
p. 746-8670 f. 746-8614

**Redwood Elementary School**

Dr. Regina Green, Principal  
p. 746-8650 f. 746-8614

**Richland Junior High School**

Manuel Cantu, Principal  
p. 746-8630 f. 746-8614

**Sequoia Elementary School**

Dr. Jill Morrison, Principal  
p. 746-8740 f. 746-8614

**RIO BRAVO-GREELEY UNION  
SCHOOL DISTRICT**

Jennifer Hedge, District Superintendent  
6521 Enos Ln.  
Bakersfield, CA 93314  
p. 589-2696 f. 589-2218  
[www.rbqusd.k12.ca.us](http://www.rbqusd.k12.ca.us)

**Rio Bravo Elementary School**

Amy Palmer, Principal  
p. 588-6313 f. 588-6318

**Rio Bravo-Greeley School**

Christina Bussman, Principal  
p. 589-2505 f. 588-7204

**ROSEDALE UNION SCHOOL DISTRICT**

Sue Lemon, District Superintendent  
2553 Old Farm Rd.  
Bakersfield, CA 93312  
p. 588-6000 f. 588-6009  
[www.ruesd.net](http://www.ruesd.net)

**Almondale Elementary School**

Jen Pafford, Principal  
p. 588-6060 f. 588-6063

**American Elementary School**

Abelardo Sibecas, Principal  
p. 587-2277 f. 829-2591

**Centennial Elementary School**

Erika Tindell, Principal  
p. 588-6020 f. 588-6023

**Del Rio Elementary School**

Lauren Mawson, Principal  
p. 588-6050 f. 588-6053

**Freedom Middle School**

Bobby Sanchez, Principal  
p. 588-6044 f. 588-6048

**Independence Elementary School**

Whitney Dirkse, Principal  
p. 588-6011 f. 588-6018

**Patriot Elementary School**

Matt King, Principal  
p. 588-6065 f. 587-2272

**Rosedale Middle School**

Kevin Turner, Principal  
p. 588-6030 f. 588-6039

**Rosedale North Elementary School**

Danyelle Cushman, Principal  
p. 588-6040 f. 588-6043

**SEMITROPIC SCHOOL DISTRICT**

Wendy Castaneda Leal, District Supt./Principal  
25300 Highway 46  
Wasco, CA 93280  
p. 758-6412 f. 758-4134  
[www.semitropicschool.org](http://www.semitropicschool.org)

**SOUTH FORK UNION SCHOOL DISTRICT**

Richard Rhodes, District Superintendent  
5225 Kelso Valley Rd.  
Weldon, CA 93283  
p. (760) 378-4000 f. (760) 378-3046  
[www.southforkschool.org](http://www.southforkschool.org)

**South Fork Elementary School**

Richard Rhodes, Principal  
p. (760) 378-2211 f. (760) 378-4369

**South Fork Middle School**

Richard Rhodes, Principal  
p. (760) 378-1300 f. (760) 378-9113

**STANDARD SCHOOL DISTRICT**

Julie Boesch, District Superintendent  
1200 N. Chester Ave.  
Bakersfield, CA 93308-3521  
p. 392-2110 f. 392-0681  
[www.standardschools.net](http://www.standardschools.net)

**Highland Elementary School**

Jenn Stewart, Principal  
p. 392-2115 f. 392-2142

**Standard Elementary School**

Stacey Catlin, Principal  
p. 392-2120 f. 392-2137

**Standard Middle School**

Mike Strahan, Principal  
p. 392-2130 f. 392-2134

**Wingland Elementary School**

Richard Conolly, Principal  
p. 392-2125 f. 392-2139

**TAFT CITY SCHOOL DISTRICT**

Lori Slaven, District Superintendent  
Nancy Hickernell-Bonner, Asst. Supt.  
820 Sixth St.  
Taft, CA 93268  
p. 763-1521 f. 763-1495  
[www.taftcity.org](http://www.taftcity.org)

**Conley School**

Lisa Ornelas, Principal  
p. 765-4117 f. 765-2065

**Jefferson School**

Henry Jefferson, Principal  
p. 763-4236 f. 763-3054

**Lincoln Junior High School**

Brandi Swearengin, Principal  
p. 765-2127 f. 763-3970

**Parkview School**

Heather Ward, Principal  
p. 763-4164 f. 763-3020

**Roosevelt School**

Stephanie McDaniel, Principal  
p. 763-3113 f. 763-3732

**Taft Primary School**

Lavona Callaghan, Principal  
p. 765-4151 f. 763-3783

**VINELAND SCHOOL DISTRICT**

Chris Persons, Interim District Supt.  
14713 Weedpatch Hwy.  
Bakersfield, CA 93307  
p. 845-3713 f. 845-8449  
[vineland.k12.ca.us](http://vineland.k12.ca.us)

**Sunset School**

Daniel Chairez, Principal  
p. 845-1320 f. 845-3952

**Vineland School**

Mayra Garza, Principal  
p. 845-3719 f. 845-1599

**WASCO UNION ELEMENTARY SCHOOL DISTRICT**

Brad Mayberry, District Superintendent  
1102 5th St.  
Wasco, CA 93280  
p. 758-7100 f. 758-7110  
[www.wuesd.org](http://www.wuesd.org)

**Teresa Burke Elementary School**

Jan Hummel, Principal  
p. 758- 7480 f. 758-3024

**Karl F. Clemens School**

Anabel Garrison, Principal  
p. 758-7120 f. 758-9200

**James A. Forrest Elementary School**

Steffanie Pollard, Principal  
p. 758-7490 f. 758-3008

**Thomas Jefferson Middle School**

Patrick Acosta, Principal  
p. 758-7140 f. 758-9366

**Palm Avenue School**

Richard Morosa, Principal  
p. 758-7130 f. 758-9369

**John L. Prueitt School**

Rosalinda Chairez, Principal  
p. 758-7180 f. 758-9361

**WONDERFUL COLLEGE PREP ACADEMY**

Jorge Aguilar, Superintendent  
[www.wonderfulcollegeprepacademy.org](http://www.wonderfulcollegeprepacademy.org)

**WCPA - Delano**

2070 Veneto Street  
Delano, CA 93215  
p. 721-2887 f. 454-3601

**WCPA - Lost Hills**

20767 Highway 46  
Lost Hills, CA 93249  
p. 797-2220 f. 797-2223

***Unified School Districts*****EL TEJON UNIFIED SCHOOL DISTRICT**

Sara Haflich, District Superintendent  
4337 Lebec Rd.  
P.O. Box 876  
Lebec, CA 93243  
p. 248-6247 f. 248-6714  
[www.el-tejon.k12.ca.us](http://www.el-tejon.k12.ca.us)

**El Tejon School**

Corey Hansen, Principal  
p. 248-6680 f. 245-5203

**Frazier Park School**

Michael McNelis, Principal  
p. 245-3312 f. 245-3424

**Frazier Mountain High School**

Michael Voganthaler, Principal  
p. 248-0310 f. 248-0403

**MARICOPA UNIFIED SCHOOL DISTRICT**

Brandy Brown, District Superintendent  
955 Stanislaus St.  
Maricopa, CA 93252  
p. 769-8231 ext. 201 f. 769-8168  
[maricopaschools.org](http://maricopaschools.org)

**Maricopa Elementary School**

Brandy Brown, Principal  
p. 769-8231 ext. 205 f. 769-8202

**Maricopa Middle School**

Brandy Brown, Principal  
p. 769-8231 ext. 205 f. 769-8202

**Maricopa High School**

Brandy Brown, Principal  
p. 769-8231 ext. 210 f. 69-8204

**Peak to Peak Mountain Charter**

Lori Kall, Administrator  
p. 364-3811

**McFARLAND UNIFIED SCHOOL DISTRICT**

Samuel Aaron Resendez, District Supt.  
601 Second St.  
McFarland, CA 93250  
p. 792-3081 f. 792-2447  
[www.mcfarlandusd.com](http://www.mcfarlandusd.com)

**Browning Road School**

Ryan Absey, Principal  
p. 792-2113 f. 792-5423

**Horizon Elementary School**

Nancian Munoz, Principal  
p. 792-0003 f. 792-0010

**Kern Avenue Elementary School**

Mayela Bujanda-Medina, Principal  
p. 792-3033 f. 792-6036

**McFarland Independent School**

Leonor Lopez, Principal  
p. 792-3178 f. 792-6758

**McFarland Middle School**

Vanessa DeLeon, Principal  
p. 792-3340 f. 792-5681

**McFarland High School**

Dario Diaz, Principal  
p. 792-3126 f. 792-2315

**San Joaquin High School**

Leonor Lopez, Principal  
p. 792-6312 f. 792-6758

**MOJAVE UNIFIED SCHOOL DISTRICT**

Dr. Katherine Aguirre, District Superintendent  
3500 Douglas Ave.  
Mojave, CA 93501  
p. 824-4001 f. 824-2686  
[www.mojave.k12.ca.us](http://www.mojave.k12.ca.us)

**California City Middle School**

Erin Hadden, Principal  
p. (760) 373-3241 f. (760) 373-1355

**Hacienda Elementary School**

Shawnee Moore, Principal  
p. (760) 373-5824 f. (760) 373-5787

**Mojave Elementary School**

Ruth Giron-Wong, Principal  
p. 824-2456 f. 824-2461

**Robert P. Ulrich Elementary School**

Christy Ficus, Principal  
p. (760) 373-4824 f. (760) 373-3309

**California City High School**

Katherine Notterman, Principal  
p. (760) 373-5263 f. (760) 373-9028

**Mojave Junior/Senior High School**

Suzanne Grissom, Principal  
p. 824-4088 f. 824-3406

**Mojave Adult School**

Victoria Davis, Principal  
p. 824-4569 f. 824-2686

**MUROC JOINT UNIFIED SCHOOL DISTRICT**

Kevin Cordes, District Superintendent  
17100 Foothill Ave.  
North Edwards, CA 93523  
p. (760) 769-4821 f. (760) 769-4241  
[www.muroc.k12.ca.us](http://www.muroc.k12.ca.us)

**William A. Bailey Elementary School**

Dr. Sergey Orloff, Principal  
p. (760) 306-4991

**Irving L. Branch Elementary School**

Tirsa Tovar, Principal  
p. 258-4411 ext. 3510 f. 258-4411

**West Boron Elementary School**

Richard Little, Principal  
p. (760) 762-5430 f. (760) 762-5019

**Boron Junior/Senior High School**

Rob Kostopoulos, Principal  
p. (760) 762-5121 f. (760) 762-5040

**Desert Junior/Senior High School**

John Siercks, Principal  
p. 258-4411 ext. 4510 f. 258-5029

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**

Dr. April Moore, District Supt.  
Michelle Savko, Assistant Supt.  
113 W. Felspar Ave.  
Ridgecrest, CA 93555  
p. (760) 499-1600 f. (760) 375-3338  
[www.ssusd.org](http://www.ssusd.org)

**China Lake Junior High**

David Andreasen, Principal  
p. (760) 499-1820

**Theodore H. Faller Elementary School**

Jennifer Brown, Principal  
p. (760) 499-1691 f. (760) 499-1695

**Gateway Elementary School**

Shelley Mackenzie, Principal  
p. (760) 499-1851 f. (760) 384-2608

**Inyokern Elementary School**

Mark McKinney, Principal  
p. (760) 499-1683 f. (760) 499-1687

**Las Flores Elementary School**

Sarah Tate, Principal  
p. (760) 499-1861 f. (760) 375-8432

**Pierce Elementary School**

Dulce Baca, Principal  
p. (760) 499-1675 f. (760) 499-1678

**Richmond Elementary School**

Heather Miller, Principal  
Kristin Simpson, Principal  
p. (760) 499-1844 f. (760) 446-3302

**Burroughs High School**

Carrie Cope, Principal  
p. (760) 499-1801 f. (760) 375-1735

**Mesquite Continuation High School**

John Cosner, Principal  
p. (760) 499-1810 f. (760) 446-3328

**Sierra Sands Adult School**

John Conser, Principal  
p. (760) 499-1725

**SOUTHERN KERN UNIFIED SCHOOL DISTRICT**

Barbara Gaines, District Superintendent  
2601 Rosamond Blvd.  
P.O. Drawer CC  
Rosamond, CA 93560  
p. 256-5000 f. 256-1247  
[www.skusd.k12.ca.us](http://www.skusd.k12.ca.us)

**Abraham Lincoln Independent Study**

Robyn Calzada, Principal  
p. 256-5090 f. 256-6868

**Rosamond Elementary School**

Nat Adams, Principal  
p. 256-5050 f. 256-6248

**Tropico Middle School**

Debi Keys, Principal  
p. 256-5040 f. 256-0630

**Westpark Elementary School**

Patrick Holmes, Principal  
p. 256-5030 f. 256-8300

**Rare Earth Continuation High School**

Robyn Calzada, Principal  
p. 256-5090 f. 256-6868

**Rosamond High Early College Campus**

Suresh Bajnath, Principal  
p. 256-5020 f. 256-6880

**TEHACHAPI UNIFIED SCHOOL DISTRICT**

Brian Bell, District Superintendent  
300 S. Robinson St.  
Tehachapi, CA 93561  
p. 822-2100 f. 822-8221  
[www.teh.k12.ca.us](http://www.teh.k12.ca.us)

**Cummings Valley Elementary School**

Taylor Marquesen, Principal  
p. 822-2190 f. 822-2128

**Golden Hills Elementary School**

Kendra Bailey, Principal  
p. 822-2180 f. 822-2186

**Jacobsen Middle School**

David Adamson, Principal  
p. 822-2150 f. 822-2156

**Tompkins Elementary School**

Clair Rhea, Principal  
p. 822-2170 f. 822-219

**Monroe Continuation High School**

Christina Libatique, Principal  
p. 822-2124 f. 822-2188

**Tehachapi High School**

Cristi Libatique, Principal  
p. 822-2130 f. 822-216

**High School Districts****DELANO JOINT UNION HIGH SCHOOL DISTRICT**

Kenneth Moore, District Superintendent  
1720 Norwalk St.  
Delano, CA 93215  
p. 725-4000 f. 721-9390  
[www.djuhsd.org](http://www.djuhsd.org)

**Cesar E. Chavez High School**

Justin Derrick, Principal  
p. 720-4502 f. 725-8875

**Delano Adult School**

Julio Segura, Director  
p. 720-4173 f. 725-5852

**Delano High School**

Dolores Rodriguez, Principal  
p. 720-4121 f. 720-4216

**Robert F. Kennedy High School**

Raudel Rojas, Principal  
p. 720-5102 f. 721-0833

**Valley High School**

Les Lopez Junior, Principal  
p. 720-4181 f. 725-7611

**KERN HIGH SCHOOL DISTRICT**

Dr. Michael Zulfa, District Superintendent  
5801 Sundale Ave.  
Bakersfield, CA 93309  
p. 827-3100 f. 827-3301  
[www.kernhigh.org](http://www.kernhigh.org)

**Arvin High School**

Dr. Gabriel Ramirez, Principal  
p. 854-556 f. 854-5943

**Bakersfield Adult School**

**Herbert E. Martin Center**  
Jodi Loeffler, Principal  
p. 835-1855 f. 835-9612

**Bakersfield High School**

Ryan Geivet, Principal  
p. 324-9841 f. 324-3401

**Centennial High School**

Ryan Coleman, Principal  
p. 588-8601 f. 588-8608

**Central Valley Continuation High School**

Michael Akey, Principal  
p. 746-4281 f. 746-0521

**Del Oro High School**

Dr. Brandi Ball, Principal  
p. 835-1750

**East Bakersfield High School**

Carla Stallworth, Principal  
p. 871-7221 f. 872-6980

**Foothill Hill School**

Sydney Peterson, Principal  
p. 366-4491 f. 363-6223

**Frontier High School**

Vickie Thompson, Principal  
p. 829-1107 f. 829-1185

**Golden Valley High School**

Mindy Carter, Principal  
p. 827-0800 f. 827-0480

**Highland High School**

Melissa Donez, Principal  
p. 872-2777 f. 871-6052

**Independence High School**

Dr. Guillermo Alvarado, Principal  
p. 834-8001 f. 398-0899

**Kern Valley High School**

Gavin Bell, Principal  
p. (760) 379-2611 f. (760) 379-8314

**Liberty High School**

Leandrea Slayton, Principal  
p. 587-0925 f. 587-1299

**Mira Monte High School**

Roman Aguilar, Principal  
p. 366-1800 f. 363-6475

**North High School**

Dr. Jodi Shuppert, Principal  
p. 399-3351 f. 393-5918

**Nueva Continuation High School**

Rocio Cantu, Supervising Administrator  
p. 845-1532 f. 845-9523

**Ridgeview High School**

Roger Sanchez, Principal  
p. 398-3100 f. 398-9758

**Shafter High School**

Russell Shipley, Principal  
p. 746-4961 f. 746-6743

**South High School**

Brian Mendiburu, Principal  
p. 831-3680 f. 837-2756

**Stockdale High School**

Erika Pierce, Principal  
p. 665-2800 f. 665-0914

**Tierra Del Sol Continuation High School**

Eric Hansen, Supervising Administrator  
p. 832-3700 f. 832-9807

**Vista Continuation High School**

Dr. Cheryl Thompson, Supervising Administrator  
p. 327-8561 f. 631-0558

**West High School**

Stephen Granucci, Principal  
p. 832-2822 f. 831-5606

**TAFT UNION HIGH SCHOOL DISTRICT**

Jason Hodgson, District Superintendent  
1 Wildcat Way  
Taft, CA 93268  
p. 763-2300 f. 763-1445  
[www.taft.k12.ca.us](http://www.taft.k12.ca.us)

**Buena Vista High School**

Shastine, Administrator  
p. 763-2383 f. 763-2393

**Taft Union High School**

Mary Alice Finn, Principal  
p. 763-2300 f. 763-1445

**WASCO UNION HIGH SCHOOL DISTRICT**

Kevin Tallon, Acting District Superintendent  
2100 Seventh St.  
Wasco, CA 93280  
p. 758-8447 f. 758-4946  
[www.wascouhsd.org](http://www.wascouhsd.org)

**Independence High School**

Thomas Yasenchak, Principal  
p. 758-7450 f. 758-7451

**Wasco Union High School**

Russell Prado, Principal  
p. 758-7400 f. 758-9201



## ***Community Colleges***

### **KERN COMMUNITY COLLEGE DISTRICT**

Dr. Steven Bloomberg, Chancellor  
2100 Chester Ave.  
Bakersfield, CA 93301  
p. 336-5100 f. 336-5025  
[www.kccd.edu](http://www.kccd.edu)

### **Bakersfield College**

Dr. Stacey Pfluger, President p. 395-4011 f. 395-4698  
[bakersfieldcollege.edu](http://bakersfieldcollege.edu)

### **Bakersfield College - Delano Center**

Leo Ocampo, Director  
p. 720-2000 f. 720-2014

### **Cerro Coso Community College**

Sean Hancock, President  
p. (760) 384-6100 f. (760) 384-6270  
[cerrocoso.edu](http://cerrocoso.edu)

### **Porterville College**

Primavera Monarrez, Interim President  
p. (559) 791-2200 f. (559) 784-4779  
[portervillecollege.edu](http://portervillecollege.edu)

### **WEST KERN COMMUNITY COLLEGE DISTRICT**

Taft College  
Leslie Minor, Interim District Supt./ President  
29 Emmons Park Dr.  
Taft, CA 93268  
p. 763-7700 f. 763-7703  
[www.taftcollege.edu](http://www.taftcollege.edu)

## ***Universities***

### **CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

Dr. Vernon B. Harper, President 9001 Stockdale Hwy.  
Bakersfield, CA 93311-1022  
p. 654-2782  
[www.csub.edu](http://www.csub.edu)

## ***Vocational and occupational Schools***

### **CAREER TECHNICAL EDUCATION CENTER**

Brian Miller, Principal  
7301 Old River Road  
Bakersfield, CA 93311  
p. 397-7301  
[cte.kernhigh.org](http://cte.kernhigh.org)

### **REGIONAL OCCUPATIONAL CENTER**

Herbert E. Martin Center  
Brian Miller, Principal  
501 S. Mt. Vernon Ave.  
Bakersfield, CA 93307  
p. 831-3327 f. 398-8239  
[roc.kernhigh.org](http://roc.kernhigh.org)