

**HUMAN RESOURCES**  
**FREQUENTLY ASKED QUESTIONS**

- Q. Where is the District Office for Folsom-Cordova USD?**
- A. Our office is located at the corner of Riley and East Bidwell Streets in Folsom. Our mailing address is 125 E. Bidwell Street, Folsom 95630 and our telephone number is (916) 355-1100.
- Q. I've been fingerprinted before. Do I need to be fingerprinted again with Folsom-Cordova?**
- A. Yes. It is against the law for different agencies to share confidential fingerprint results with each other. You must obtain a livescan form to be fingerprinted with Folsom-Cordova.
- Q. How long will it take before I get fingerprint clearance?**
- A. The timeframe for fingerprint clearance varies. It can take approximately 7 - 10 working days.
- Q. If there is a delay on my fingerprints, how long will it take to get cleared?**
- A. The Department of Justice sends out 30-day delays. The result can come back in less than 30 days or another 30-day delay can be issued. There is no limit to the number of delays the DOJ can send out.
- Q. What is Ed-Join and how much does it cost to register for their services?**
- A. Ed-Join is a free public education job search web site. There is no cost to the jobseeker and anyone can register for their services.
- Q. Does FCUSD require a copy of my credential?**
- A. If the job you are applying for requires a credential, FCUSD will need a copy of your credential. When you apply on line, you can attach a copy of your credential along with your application.
- Q. How do I attach the necessary documents when applying on line with Ed-Join?**
- A. Complete your applicant profile and attach any missing documents relevant to the position you are applying for. You may attach up to six documents. Attachments must have one of the following extensions (.txt, .rtf, .pdf, .jpg) and must be 150 kb or smaller in size.

**Q. If I don't have a home computer or email, how can I apply online with Edjoin?**

A. We will have a computer and scanner available for public use at our District Office in Folsom. There are also several businesses in the Folsom area that have computers/scanning services available for public use: Kinko's Copies, 1111 Riley Street; Mail Boxes Etc., 705-2 E. Bidwell Street; Office Max, 1012 Riley Street. Free email is available at [www.hotmail.com](http://www.hotmail.com), [www.juno.com](http://www.juno.com), [www.yahoo.com](http://www.yahoo.com) and [www.critterpost.com](http://www.critterpost.com).

**Q. How can I contact the California Commission on Teacher Credentialing?**

A. Their phone # in Sacramento is (916) 445-7254 or you may log onto their web site at [www.ctc.ca.gov](http://www.ctc.ca.gov).

**Q. How do I renew my credential or permit that is about to expire?**

A. You will need to fill out a Renewal & Reissuance Application (Form 41-REN) to renew your credential or permit. FCUSD has this form available, and you can either come by our office to pick one up; or we can mail you a copy. Your credential will list any renewal requirements from the CCTC. If your credential has been expired for many years, it is advisable for you to call the CCTC to discuss the requirements necessary to successfully renew your credential.

**Q. If I don't have a valid teaching credential, what are the minimum requirements to become a substitute teacher?**

A. The minimum requirements for substitute teaching assignments are a Bachelor's Degree and successful completion of the California Basic Educational Skills Test (CBEST). If you meet these requirements, you may apply for an Emergency 30 Day Substitute Permit. The substitute permit is valid for one year and will allow you to substitute teach on a day-to-day basis for up to 30 days in the same classroom. To find out more about obtaining an emergency permit, contact the California Commission on Teacher Credentialing.

**Q. What is the rate of pay for substitutes in your district?**

A. FCUSD pays \$90.00 per full day and \$50.00 per one-half day assignments.

**Q. If I have completed a credential program in another state, what California credential can I apply for?**

A. Since there are many different types of credentials, this question is too complicated to answer. Please contact the California Commission on Teacher Credentialing for specific information on out-of-state credentials.

**Q. As an employee of FCUSD, when will I get paid?**

A. As a substitute or on-call employee, your check will be mailed to you on the tenth of each month. As a permanent employee, you will be paid on the last working day of each month.

**Q. How long is a tuberculosis test valid?**

A. A TB test is good for 4 years from the date results were read.

**Q. Is testing required before I apply for a classified position?**

A. Specific testing will be required of all recommended candidates after the interview process has been completed:

Instructional Assistant Proficiency Test: Student Care, Special Ed, Computer, Title I

Computer Instructional Proficiency Test: Computer

Pre-Employment Strength Evaluation: Custodian, Maintenance, Special Ed, Bus Driver, Food Service, Printers, and Warehouse Workers.

Typing Proficiency: Clerical

**Q. Will you accept certificates from other school districts?**

A. We gladly accept Proficiency Test certificates from all school districts in California.

**Q. Do your employees participate in a union?**

A. The State of California requires that all employees of a school district pay an agency fee that is equal to the amount of union dues. Membership in the union is optional. Certificated employees may join FCEA and classified employees may join CSEA.

**Q. Will I be able to negotiate starting salary?**

A. Compensation consideration may be given according to years of experience in a like position

