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## Information

### *Professional Practices Committee*

### Division of Professional Practices Annual Workload Report

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**Executive Summary:** This agenda item provides the annual report on the discipline workload of the Division of Professional Practices for Fiscal Year 2023-24.

**Recommended Action:** For information only

**Presenter:** Rachel Grizzaffi, Director, Division of Professional Practices

### Strategic Plan Goal

#### *Professional Licensure*

- **Goal 6.** Educators are of high moral character and act accordingly.
  - M. Set and communicate rigorous standards of professionalism for educators.
  - N. Investigate allegations of misconduct and take appropriate disciplinary action in relation to the educator's credentials.

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## **Division of Professional Practices Annual Workload Report**

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### **Introduction**

This agenda item provides the annual report on the discipline workload of the Division of Professional Practices for Fiscal Year 2023-24.



## **CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

DIVISION OF PROFESSIONAL PRACTICES

# **ANNUAL WORKLOAD REPORT**

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## **2023 - 2024**

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Office of the Executive Director

October 1, 2024

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## PROVISIONAL REPORT, PER BUDGET ACT OF 2024, ITEM 6360-001-0407, PROVISION 4

Pursuant to the Budget Act of 2024-25, enclosed is the Commission on Teacher Credentialing's (Commission) biannual report on the status of the Division of Professional Practices Workload, due on October 1, 2024.

The Division of Professional Practices (Division) experienced an increase in overall casework during fiscal year 2023-24 but continues to address educator misconduct workload in a timely manner. These milestones are reflected in the data and include the average time it takes to open a case, which increased from seven (7) days to 20 days. However, the average time it takes for the Division to take its first action on a case, by requesting investigatory records, has been reduced from 12 days to eight (8) days. The average total time for a case to process, from the initial report of misconduct to the effective date of adverse action, increased from 349 days to 368 days. Also included for reference are the Division of Professional Practices' Annual and Monthly Workload Reports. The Educator Discipline Timeliness table contained in the Annual Workload Report details processing time for each step in the discipline process for the past three fiscal years. The Annual Report in addition to the Monthly Workload Report will be presented at the Commission's October 2024 meeting.

If you have any questions regarding this report, please contact Jonathon Howard, Office of Government Relations Manager, at [Jonathon.Howard@ctc.ca.gov](mailto:Jonathon.Howard@ctc.ca.gov)

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# SUMMARY

The Division of Professional Practices provides an annual workload report to the Commissioners and the public. The annual workload report covers the entire fiscal year and has been appended to this document. The report provides updated information for the last two months to cover the period requested in the annual budget's provisional language.



## TIMELINESS OF ACTION ON CASES

The Division continues auditing the timeliness of casework. Staff extracted thirty (30) random cases completed during the 2023-24 fiscal year. Staff use a rigorous sample using only cases completed by both the Committee and Commission. The milestone comparisons from the past three fiscal years are included.

## EFFECTS OF DELAY OF DOCUMENTS; OUTSIDE COMMISSION CONTROL

The timeliness of when a case is addressed is most affected during the document procurement stage, which is largely outside of the Commission's control. Delays occur at this stage of the process relative to the time staff must wait for cases to be prosecuted and/or documents to be received from local courts, law enforcement and other agencies. Commission staff is diligent in making timely requests for these records but is subject to the delays of these outside entities. The average time it took for investigatory records to be received was reduced from 152 days to 134 days this past fiscal year, compared to FY 2022-23.

## PROBATION CASES

The Commission had an average of sixty-five (65) probation cases in the past six months. There are currently twelve (12) cases pending probation violations with the Office of Attorney General, with seven (7) submitted between January and June of 2024. One (1) probation case resulted in the stay being lifted and the credential(s) being revoked, and two (2) cases are pending review by the Commission.

REPORT TYPE	2019-20	2020-21	2021-22	2022-23	2023-24	JULY 2024	AUG. 2024
APPLICATION	596	374	598	528	494	54	55
APPLICATION W/ RAP	2255	1682	2417	2820	2843	274	319
RAP SHEET	1197	843	1057	1269	1325	125	118
SCHOOL DISTRICT/ OFFICE OF ED	581	274	433	609	669	74	55
OTHER	147	129	147	136	176	9	13
ARRESTING AGENCY	2	0	1	1	1	0	0
AFFIDAVIT/COMPLAINT	147	140	201	211	183	13	23
BREACH OF CONTRACT	26	34	96	138	134	5	10
STATE TEST MISCONDUCT	0	0	0	1	0	0	0
SUBPOENA	N/A	16	44	27	83	9	8
TOTAL	4951	3492	4994	5740	5908	563	601

# BACKGROUND

In addition to administering the laws and rules governing the issuance of credentials and approving educator preparation programs, the Commission on Teacher Credentialing (Commission) enforces professional conduct standards. To ensure a high level of public confidence in California teachers and other credentialed public-school employees, the Division monitors the moral fitness and professional conduct of credential applicants and holders. The Commission has authority to discipline an applicant or holder for fitness related misconduct.

Disciplinary action may be taken based on the applicant's or holder's immoral or unprofessional conduct, evident unfitness for service, refusal to obey laws regulating certificated duties, unjustified refusal to perform under an employment contract, addiction to intoxicating beverages or controlled substances, commission of any act of moral turpitude, or intentional fraud or deceit in an application.

The Division collects information concerning alleged misconduct and presents the information to the Committee of Credentials (Committee). The seven members of the Committee are appointed by the Commission to review alleged misconduct. The Committee includes three credential holders employed in public schools (one elementary teacher, one secondary teacher, and one administrator), one school board member, and three public members. The Committee meets once each month, for three days, at the Commission's office in Sacramento. It has the legal authority to close an investigation where the evidence does not support the allegations or to recommend discipline where the evidence shows probable cause to believe the allegations. All disciplinary recommendations made by the Committee are subject to appeal by the credential applicant or holder and final approval by the Commission.

The Division obtains jurisdiction to initiate an investigation of misconduct and/or moral fitness when it receives information including, but not limited to, the following: a report of an employment action taken by an employing school district as a result of misconduct or while allegations of misconduct are pending; a complaint made under penalty of perjury by someone with firsthand knowledge of misconduct; a report of criminal convictions from the Department of Justice (DOJ); or from self-disclosure on an application for a credential.

## DIVISION WORKLOAD

In FY 2023-24, the fiscal year began with 3,067 cases in July 2023 and steadily increased, before ending the fiscal year at 3,577 cases. The Division's monthly caseload totals have increased to an average of 3,176.

### TOTAL CASELOAD BY MONTH

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	AVE
2019-20	2629	2753	2748	2811	2824	2912	2865	2912	2951	2830	2649	2647	2794
2020-21	2568	2526	2410	2402	2289	2287	2210	2177	2097	2110	2018	2027	2260
2021-22	2058	2118	2103	2201	2220	2438	2403	2431	2423	2529	2685	2681	2358
2022-23	2605	2689	2862	2794	2723	2989	2921	2942	3017	3139	2967	3074	2886
2023-24	3067	3119	3001	2932	2876	2880	3347	3347	3378	3457	3342	3557	3176

## NUMBER OF CASES OPENED

In FY 2023-24 the Division opened 5,908 cases or an average of 492 cases per month, which meets the normal range of 400–500 cases opened per month. In comparison to the previous four fiscal years, the Division opened an average of 4,794 cases per fiscal year or an average of 400 cases per month.

REPORT TYPE	2019-20	2020-21	2021-22	2022-23	2023-24
APPLICATION	596	374	598	528	494
APPLICATION W/ RAP	2255	1682	2417	2820	2843
RAP SHEET	1197	843	1057	1269	1325
SCHOOL DISTRICT/OFFICE OF ED	581	274	433	609	669
OTHER (LICENSING AGENCIES)	147	129	147	136	176
ARRESTING AGENCY	2	0	1	1	1
AFFIDAVIT/COMPLAINT	147	140	201	211	183
BREACH OF CONTRACT	26	34	96	138	134
STATE TEST MISCONDUCT	0	0	0	1	0
SUBPOENA	N/A	16	44	27	83
TOTAL	4951	3492	4994	5740	5908

## WHERE DID THE CASES COME FROM?

The Division receives reports of misconduct from several sources including applicants who self-disclose, school district reports and records of arrest and prosecution (RAP sheets) from the Department of Justice (DOJ), and complaints from the public.

The Division opened more cases than the last four fiscal years, therefore, the number of cases opened by report type also increased. While FY 2020-21 was our lowest year, because of the lingering effects of school closures due to COVID-19, the Division watched a steady return of workload in the last three fiscal years.

Breach of Contract cases slightly decreased from the prior FY 2022-23 from 138 to 134. The average over the past five fiscal years is 86 cases out of the total annual average number of cases opened of 5,017.

## WHAT WAS THE CREDENTIAL STATUS OF PERSONS REPORTED (DESIGNATION) TO THE COMMISSION?

DESIGNATION	2019-20	2020-21	2021-22	2022-23	2023-24
APPLICANTS	714	312	426	463	408
APPLICANTS/HOLDERS	287	154	189	378	351
FIRST TIME APPLICANTS	1887	1589	2356	2485	2548
HOLDERS	2063	1437	2023	2414	2601
TOTAL	4951	3492	4994	5740	5908

**Applicant:** Subsequent application for credential(s) after an initial application may have been rejected or denied by the Division and a credential has never been held.

**Applicant/Holder:** Applying for new credential(s), held or holds credential(s)

**First Time Applicant:** Initial credential application

**Holder:** Held or holds credential(s)



New cases opened by designation indicate whether an individual under review is a new or current applicant and/or whether the person holds or held a valid credential.

The Applicants and the Applicant/Holder categories each decreased by 55 (12 percent) and 27 (6 Percent), respectively. First Time Applicants and Holders consist of the highest number of cases on an annual basis, which increased by 63 (2 percent) and 187 (8 percent) cases, respectively, compared to FY 2022-23.

The statistics within the 2020-21 fiscal year reflect a decline in the total number of cases opened, which was directly impacted from school closures as a result of COVID-19. The prior and preceding fiscal year numbers, in comparison to the 2020-21 fiscal year, provide a more accurate projection of the Division's workload pertaining to new cases opened by designation.

WHAT TYPES OF MISCONDUCT WERE ALLEGED?

MICONDUCT TYPE	2019-20	2020-21	2021-22	2022-23	2023-24	%+/-
CHILD CRIME SEXUAL	289	185	247	308	307	+6%
CHILD CRIME NON-SEXUAL	359	209	292	404	450	+25%
SERIOUS CRIMES/FELONIES	992	790	1001	1144	1196	+21%
ADULT CRIME SEXUAL	56	44	53	65	71	+27%
ALCOHOL	1867	1352	1993	2212	2175	+16%
OTHER CRIMES	1168	800	1221	1400	1502	+29%
DRUGS	220	112	187	207	207	-6%
TOTAL	4951	3492	4994	5740	5908	+19%

The types of misconduct are listed in general categories based on the severity of the misconduct reviewed by the Committee of Credentials. Five of the seven categories reflect a two-digit increase in the past five years, with the Child Crime Sexual category having the smallest increase of 6 percent, and the Drug category having a small decrease of 6 percent. There has been an overall increase of 19 percent in cases opened from FY 2019-20 to 2023-24.



## HOW MANY CASES WERE REVIEWED BY THE COMMITTEE OF CREDENTIALS?

### INITIAL REVIEW CASES

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	105	106	107	94	92	96	99	97	0	93	96	96	1081
2020-21	93	90	92	89	92	90	90	93	88	89	86	82	1074
2021-22	82	73	67	60	69	66	66	74	71	72	70	83	851
2022-23	82	75	71	88	96	90	91	94	94	92	88	90	1051
2023-24	86	82	93	88	75	77	88	90	87	90	89	88	1033

In FY 2023-24, the Division completed 1,033 Initial Review cases, but the number of cases ready to proceed to initial review is expected to increase as the growing number of cases opened allows the workload pipeline to increase.

In June 2021, management previously reduced the monthly Initial Review cases assigned to the Committee to 81 (or as many cases as possible). This reduction in casework was due to school closures which caused the reduction of initial review cases from the normal goal of 90. The Division anticipated that when schools and school districts began to reopen and applications returned to normal levels, the overall workload would increase. The Division is starting to see normal levels of workload returning, which has allowed the Committee to review an average of 86 cases per month for FY 2023-24.

### FORMAL REVIEW CASES

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	78	76	75	71	80	74	62	74	0	41	46	47	724
2020-21	82	82	98	94	67	63	77	66	70	66	68	56	889
2021-22	51	60	74	70	62	61	66	63	65	72	70	72	786
2022-23	58	67	70	60	54	60	76	60	70	84	81	82	824
2023-24	78	81	79	71	84	79	66	70	73	76	71	77	905

The number of Initial Review cases directly impacts the number of Formal Review cases placed on the agenda for Committee review. Formal Review is the second stage in the review process of those cases not closed during Initial Review. At the Formal Review stage, an individual can request an opportunity to appear and answer questions before the Committee members.

### COMMITTEE CONSENT CALENDAR

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	120	116	106	122	85	62	80	111	0	188	74	72	1136
2020-21	84	94	74	69	103	45	59	41	58	53	59	60	799
2021-22	77	61	85	89	80	42	89	78	70	83	41	96	891
2022-23	81	81	95	177	116	79	80	93	107	53	162	120	1244
2023-24	89	95	80	88	59	52	80	67	71	111	135	94	1021

Above is the number of Consent Calendar cases presented to the Committee during the **past five fiscal** years.

The Division expects the Consent Calendar annual average of cases to increase, as the overall Educator applications continue to rise due to the highly publicized teacher shortage. The Committee reviewed an average of 85 cases per month on the Consent Calendar, including a high of 135 cases during the May 2024 meeting.

The per month Consent Calendar average of the past four fiscal years is 85 cases, with a record year last FY 2022-23 of 104 cases. The Division does expect this number to increase from the normal average of 85 per month.

## HOW MANY CASES WERE CLOSED BY THE COMMISSION'S DELEGATION TO STAFF?

In 2012 and 2013 the Commission adopted policies that delegated authority to staff to close cases that met very specific criteria. For example, the Commission adopted a policy that allowed staff to close cases that involved a single alcohol-related offense that did not impact children or schools. Staff closed the second highest number of these cases over the past five years, a total of 1,292 cases in FY 2023-24 based on this delegation, as shown in the table below:

### SINGLE ALCOHOL OFFENSE

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	117	81	82	121	71	105	105	71	70	61	41	48	973
2020-21	85	69	82	64	42	73	38	77	42	81	50	78	781
2021-22	60	100	89	97	63	117	116	63	70	97	89	115	1076
2022-23	71	104	115	119	148	108	111	90	108	132	118	117	1342
2023-24	77	143	63	43	44	71	126	84	325	112	47	157	1292

### NO JURISDICTION FOR FORMAL REVIEW

As shown in the table below, no jurisdiction cases involve cases where the Commission is unable to obtain "formal jurisdiction." By law, the Committee must have both initial and formal jurisdiction before the Committee can make a recommendation for discipline. These types of cases typically involve an arrest with no charges filed or an arrest with charges dismissed. Based on this delegation, staff closed 810 cases in FY 2023-24. The five-year trend is currently 56 cases per month on average.

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	57	36	79	69	56	51	63	61	47	58	47	26	650
2020-21	38	78	49	62	53	60	23	49	56	35	43	35	581
2021-22	48	47	55	45	34	40	50	41	41	45	32	44	522
2022-23	40	79	68	74	83	55	73	52	101	38	83	61	807
2023-24	56	89	63	50	57	40	90	89	64	66	64	82	810

### SPECIFIED VEHICLE CODE VIOLATIONS

Vehicle Code violation cases involve specific misdemeanors under the Vehicle Code. Violations of this type include driving without a license and driving on a suspended license. The exceptions to this policy include when the violation involves a child, school property, or adverse publicity impacting the local community. Staff closed 57 cases in FY 2023-24 based on the Commission's Vehicle Code delegation, as shown in the table below:

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
2019-20	6	5	7	4	5	8	7	2	7	5	3	1	60
2020-21	3	5	4	5	1	3	0	3	4	3	2	4	37
2021-22	3	7	7	6	5	6	9	3	4	3	7	4	64
2022-23	5	2	9	8	12	12	8	9	9	6	10	12	102
2023-24	3	6	2	1	2	2	9	3	15	4	0	10	57

## EXPIRED CREDENTIALS

Expired credential cases involve cases where the educator no longer holds a valid credential and has no application(s) pending. Cases of this type are flagged in the system and reviewed if the individual submits a new application. The expired credential policy contains four exceptions: allegations of sexual misconduct, crimes against children, reports filed by school districts, and actions taken by other licensing agencies. Below are the number of cases closed based on the Commission's expired credential policy:

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
<b>2019-20</b>	8	10	15	11	7	6	11	13	11	7	2	6	107
<b>2020-21</b>	7	10	9	6	9	11	4	14	12	14	10	7	113
<b>2021-22</b>	10	5	7	7	6	6	7	8	6	8	2	5	77
<b>2022-23</b>	6	5	10	7	6	8	29	9	9	7	14	11	121
<b>2023-24</b>	7	7	3	13	12	11	14	10	14	6	10	12	119

## ADVERSE ACTIONS

Adverse actions fall into two categories, **mandatory** and **discretionary**. Mandatory actions are actions required by statute. A criminal conviction for a specified sex offense, drug offense or certain other specified crime require the Commission to mandatorily revoke all credentials, and/or mandatorily deny any pending application. Mandatory actions are placed on the Commission's Consent Calendar as an informational item at the next scheduled Commission meeting.

### MANDATORY ACTIONS

ACTION TYPE	2019-20	2020-21	2021-22	2022-23	2023-24
<b>MANDATORY REVOCATION</b>	89	70	92	87	90
<b>MANDATORY DENIAL</b>	34	35	38	41	28
<b>TOTAL</b>	123	105	130	128	118

### DISCRETIONARY ACTIONS

Discretionary actions are actions taken following an Order by the Commission in cases where the Committee recommended an adverse action. The Committee's recommendation may be accepted by the credential holder or applicant, or it may be appealed. On appeal, an administrative hearing is held before a final action is taken by the Commission. A comparison of the number of discretionary adverse actions is shown in the table below:

ACTION TYPE	2019-20	2020-21	2021-22	2022-23	2023-24
<b>REVOCATION</b>	291	248	243	217	302
<b>DENIAL</b>	76	60	63	54	87
<b>SUSPENSIONS</b>	219	323	175	235	294
<b>PRIVATE ADMONITION</b>	1	0	6	23	15
<b>PUBLIC REPROVAL</b>	71	61	41	41	36
<b>TOTAL</b>	658	601	529	571	734

The total number of adverse actions increased by 153 based on FY 2023-24, as shown below:

ADVERSE ACTIONS	2019-20	2020-21	2021-22	2022-23	2023-24
<b>MANDATORY ACTIONS</b>	123	105	130	128	118
<b>DISCRETIONARY DECISIONS</b>	658	601	529	571	734
<b>TOTAL</b>	781	706	659	699	852

## REQUESTS FOR AN ADMINISTRATIVE HEARING

At the Formal Review stage, the Committee may close its investigation or make a recommendation for adverse action. The person under review for misconduct is provided with notice of the recommendation and has the right to request an administrative hearing.

If the person requests an administrative hearing, the Commission is represented by the Office of the Attorney General (OAG) and the matter is heard by an Administrative Law Judge (ALJ) who issues a Proposed Decision to the Commission. The Commission can adopt the Proposed Decision, reduce the penalty, or reject the Proposed Decision and call for the transcript. After reviewing the transcript, the Commission can adopt the Proposed Decision or issue its own decision. The average number of open cases assigned to OAG for representation has remained steady over the last four (4) fiscal years with an annual average of 154 cases assigned to OAG. A slight uptick in the average number of cases in 2023-24 of 171 cases, reflects a small increase of 17 cases per month on average, as shown in the table below:

FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	AVE
2019-20	140	149	150	155	161	152	177	175	170	167	151	147	158
2020-21	143	134	134	141	136	154	150	151	159	170	165	162	150
2021-22	158	164	160	155	159	163	158	162	163	158	151	143	158
2022-23	141	152	145	143	143	143	141	140	148	160	161	167	149
2023-24	173	171	164	171	148	179	179	180	184	169	152	148	171

The OAG adjudicates the Commission's cases by administrative hearing, default, withdrawal by the educator, settlement, or declining to prosecute. The table below summarizes the OAG's adjudication of cases for the Commission in FY 2023-24.

ADMINISTRATIVE ADJUDICATIVE	2019-20	2020-21	2021-22	2022-23	2023-24
DECLINE TO PROSECUTE	6	10	6	19	20
CONSENT DETERMINATION	64	66	52	36	61
DECEASED	1	0	0	1	0
PROPOSED ALJ DECISIONS	24	28	45	41	49
DEFAULT DECISION	14	14	7	8	19
WITHDRAW ADMIN HEARING	17	7	15	8	2
WITHDRAW SOI/ACC	1	4	1	2	3
RECALLED	3	1	1	0	0
OTHER	N/A	N/A	8	0	0
TOTAL	130	130	135	115	154

DEPUTY ATTORNEY GENERAL (DAG) REQUESTS

In providing support to the OAG, the Division's Investigative Unit (IU) locates victims and witnesses, as well as obtains affidavits and other types of documents to assist DAGs in preparation for hearing to the clear and convincing evidentiary standard. The IU began FY 2023-24 with eight (8) pending OAG investigation requests from the previous fiscal year, received 47, completed 50 and ended the fiscal year with five (5) pending requests as shown below.



2023-2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BEGIN BALANCE	8	8	8	8	8	6	4	6	6	7	11	9
REQUESTS	5	6	3	6	2	0	4	3	6	6	4	2
COMPLETED	5	6	3	6	4	2	2	3	5	2	6	6
END BALANCE	8	8	8	8	6	4	6	6	7	11	9	5

REINSTATEMENT OF A PREVIOUSLY REVOKED CREDENTIAL

The Commission hears Petitions for Reinstatement, as required by the Administrative Procedures Act, in Closed Session to determine whether petitioners whose credentials were revoked are now fit to hold a credential. In a Petition for Reinstatement, the petitioner has the burden of proof to show that he or she has rehabilitated from the misconduct that led to the revocation.

During the past five years, the number of Petitions for Reinstatement per year has remained consistent. During FY 2023-24, the Commission granted nine (9) and denied 14 petitions as shown below:

FISCAL YEAR	GRANT	DENY	TOTAL
2019-20	9	18	27
2020-21	18	17	35
2021-22	12	22	34
2022-23	7	19	26
2023-24	9	14	23

## TIMELINESS OF ACTION ON CASES

To measure the timeliness of its cases, the Division selects 30 random cases completed during the fiscal year. Compared to last fiscal year, 2022-23, and indicated in the chart below, the average time it took to open a case in FY 2023-24, increased from four (4) days to 20. This increase was expected due to the increase in total cases. The average time it took for the Division to take its first action on a case was reduced from 12 to eight (8) days. The total average time for a case to process from the initial report of misconduct through a fully adjudicated case increased from 349 to 368 days, primarily due to the increase in the average number of days to open a case of 20 calendar days. The chart shown below details all the milestones from the past three fiscal years.

PROCESS TYPE	21-22 AVG DAYS	22-23 AVG DAYS	23-24 AVG DAYS	PROCESS DESCRIPTION
CASE OPENED	4	7	20	This represents the average time it takes Commission staff to open an investigatory case once an initial report of misconduct is received.
DOCUMENT PROCUREMENT	14	12	8	This represents the average time it takes for Commission staff to request investigatory records from applicable entities.
ISSUANCE OF LETTER OF INQUIRY	178	152	134	This represents the average time it takes to issue the Letter of Inquiry, after investigatory records have been obtained, and informs the educator/applicant that he/she is scheduled for Initial Review by the Committee of Credentials (COC).
ISSUANCE OF THE NOTICE OF FORMAL REVIEW	83	79	71	This represents the average time it takes to issue the Notice of Formal Review after the Letter of Inquiry was sent, informing the educator/applicant that the COC has pursued its investigation to Formal Review.
ISSUANCE OF THE COMMITTEE RECOMMENDATION	63	59	63	This represents the average time it takes from the issuance of the Notice of Formal Review to the issuance of the Notice of COC Recommendation, should the COC recommend an adverse action to the Commission.
COMMISSION REVIEW AND ADOPTION OF ADVERSE ACTION	366	349	368	This represents the average time it takes from an initial report of misconduct received by the Commission to the effective date of the adverse action. The case has now been fully adjudicated.



## CONCLUSION

### **IN FISCAL YEAR 2023-24, THE DIVISION OF PROFESSIONAL PRACTICES CONTINUED TO PROCESS THE CASELOAD IN A TIMELY MANNER.**

While the information provided in this report shows an overall increase in workload, the factors include the return of California school children to classrooms across the State, and the increase in overall applications to the Commission. The continued publicity both locally and nationwide regarding teacher shortages is reflected in the tables above. The Division also expects increased totals in all areas of workload due to the needed growth of Pre-K and TK educators over the next few school years, as children three (3) to six (6) begin their educational preparation for kindergarten.

The year began with 3,067 total cases. The total number of cases increased steadily during the year ending the fiscal year with 3,577 cases. The return of a normal caseload and slightly higher receipt of reports of misconduct resulted in the following:



The number of cases opened, 5,908 is a three (3) percent increase over the last FY 2022-23.

The number of open cases has risen 19 percent the past five fiscal years.

Five of the seven categories of Types of misconduct have increased by double digits. Child sex crimes rose by 6 percent, and drug crimes fell by 6 percent.



- The three (3) to four (4) month average pending initial review workload remains steady, which are cases ready for the Committee's review. This workload is expected to remain at these levels through FY 2024-25
- The Committee of Credentials reviewed and made recommendations on a total of 2,977 cases, averaging 248 cases per month.
- The Division staff analyzed and prepared 1,021 cases for Committee review on their consent calendar, in addition to the processing of 2,278 policy cases, which are represented in the single offense alcohol, no jurisdiction for formal review, specified vehicle code violations, and expired credentials charts.
- The timeliness of the casework completed in the Division is consistent with the prior two fiscal years. The average of the past three fiscal years is 361 days.

The Division expects the number of Initial Review cases presented to the Committee to return to a consistent number of cases this fiscal year, and the general goal of 90 per month. Management continues to anticipate the overall caseload will increase and fluctuate during peak times of the school year, in line with historical trends of educator application submissions and when student classes are in session.

Commission staff is pleased to report that the Division continues to fulfill its statutory responsibilities of protecting the safety of school children and the due process of California educators.