



Commission on Teacher Credentialing

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Certification, Assignment and Waivers Division

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Background on Legislative and Regulation Implementation

When there are Legislative or Regulation changes, they require changes to our database. This may include a new document type or a revision to an existing authorization or renewal code. We currently have delays in the development and implementation of system changes related to recent legislative and regulatory changes.

The Commission understands that these delays may adversely affect an individual's ability to seek or retain employment; and therefore, the Certification Division is putting temporary measures in place to accept paper applications until the electronic changes can be implemented. We will be issuing Letters of Eligibility instead of issuing electronic documents to the educators which will verify academic eligibility and professional fitness.

The Commission will issue the appropriate document to replace the Letter of Eligibility as soon as the system is updated. We will keep our stakeholders informed when the system is updated by sending out a CAW News Flash such as this one.

The procedures explained in this memorandum also apply to document types that are submitted with paper applications from a Commission- approved program sponsor, but where codes have not yet been added to the database.

After the computer updates are completed for all applications affected by the delay, this memo will become obsolete.

Please contact the Commission on Teacher Credentialing Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00pm to 4:45 pm, or by email at credentials@ctc.ca.gov, if you have question regarding this temporary process.



Application Types Affected By the Delay:

Currently the following credentials or authorizations, if the application is received prior to the system change and code implementation, may result in a Letter of Eligibility being issued to an educator:

- Career Technical Education (three-year preliminary)
- American Indian Languages
- Added Authorizations for Special Education
 - Autism Spectrum Disorders
 - Deaf-Blind
 - Emotional Disturbance
 - Orthopedically Impairment
 - Other Health Impairment
 - Traumatic Brain Injury
- Special Education (new regulations):
 - Interns
 - Preliminary
 - Clear
- National Board Certification

A detailed submission process for each credential or authorization listed above will be provided later in this memo.

Timeframes

It is anticipated that all codes for the above credentials and authorizations should be available by mid- to late October 2010. As each individual document or authorization becomes available a CAW News Flash will be distributed via the CAWNews list serve.

Temporary Process

Program sponsors that use the online recommendation process will need to submit a paper application form and appropriate materials.

The online lookup status will remain at “APPLICATION PENDING EVALUATION” until the Certification Division has the appropriate codes to enter the information into the database. If the application requires a review by the Division of Professional Practices (DPP), the status will be “PENDING ADDITIONAL REVIEW”.

Notification and Eligibility Letter

Certification staff will be issuing letters verifying academic eligibility due to the delay in updating our computer systems.

Each individual educator will be sent a Letter of Eligibility after an appropriate review. A sample copy of the Letter of Eligibility is attached to this memo.

If needed, employers may contact the Commission's Information Services Unit by email at credentials@ctc.ca.gov to confirm the validity of the information contained in the letter send to the educator. The employer is requested to include in the subject line “Verification of Eligibility Letter.”

The Commission is concerned that this delay should not adversely affect the educator. In order for the educator to receive his or her document immediately after the codes are available, Certification and DPP will take steps to have pending applications reviewed by DPP. If an applicant meets the academic qualifications for the requested document but the application requires routing to DPP for further review, the application will be sent to DPP while Certification waits for the appropriate codes. If the applicant requires a review by DPP, the Letter of Eligibility will only be sent after Certification has received a clearance from DPP.

Career Technical Education Credential

Three-Year Preliminary

Complete information regarding the Career Technical Education Credential may be found in the following Coded Correspondence 10-08: Approval of Additions and Amendments to 5 California Code of Regulations Pertaining to Designated Subjects Career Technical Education Teaching Credentials.

<http://www.ctc.ca.gov/notices/coded/2010/1008.pdf>

Effective January 1, 2009, Designated Subjects Career Technical Education (CTE) Teaching Credentials may be issued to individuals who meet the requirements for either the preliminary or clear credential. All applications must be submitted for processing through a Commission-approved CTE program sponsor.

The programs will need to submit the following for each educator:

- Completed Application for Credential Authorizing Public School Service form (41-4)
<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- In the upper right corner of the application in the “route to” field enter the code “BASK”
- Completed Designated Subject Credential Recommend form (CL-689) <http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl689.pdf>
- Processing fee (\$55.00)
- Appropriate information if review is needed by the Division of Professional Practices



American Indian Languages Credential

Complete information regarding the American Indian Languages Credential may be found in Coded Correspondence 10-05: American Indian Languages Credential.

<http://www.ctc.ca.gov/notices/coded/2010/1005.pdf>

Individuals may apply directly to the Commission by submitting:

- Completed Application for Credential Authorizing Public School Service form (41-4)
<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- In the upper right corner of the application in the “route to” field enter the code “BASK”
- A copy of the completed LiveScan receipt (form 41-LS) if not previously submitted to the Commission
- Completed American Indian Languages Credential Recommendation Form (CL-894)
<http://www.ctc.ca.gov/credentials/leaflets/cl894.pdf>
- Processing fee (\$55.00)
- Appropriate information if review is needed by the Division of Professional Practices

Added Authorizations in Special Education

Complete information regarding Added Authorizations in Special Education may be found in Coded Correspondence 09-16: Approval of Addition to Title 5 Regulations Pertaining to Added Authorizations in Special Education.

<http://www.ctc.ca.gov/notices/coded/2009/0916.pdf>

The Professional Services Division and the Committee on Accreditation have reviewed and approved new programs for Added Authorizations in Special Education (AASE) for the following:

- Autism Spectrum Disorders
- Deaf-Blind
- Emotional Disturbance
- Orthopedically Impairment
- Other Health Impairment
- Traumatic Brain Injury

The following link will provide you specific authorization language for the new special education credentials.

<http://www.ctc.ca.gov/credentials/CREDS/special-ed.html>

Commission-approved Education Specialist programs approved to recommend for the AASE will need to use the following process until the online recommendation system is updated for electronic submission of applications. The programs will need to submit the following for each educator:

- Completed Application for Credential Authorizing Public School Service form (41-4)
- In the upper right corner of the application in the “route to” field enter the code “BASK”
- Completed recommend form (41-AASE) which is attached to this memo
- Processing fee (\$55.00)
- Appropriate information if review is needed by the Division of Professional Practices

Education Specialist Teaching Credential

In anticipation of new regulations being approved by both the Commission and the Office of Administrative Law, programs began submitting requests for approval of new programs. The Professional Services Division and the Committee on Accreditation started reviewing and approving new Education Specialist teaching credential programs for:

- Interns
- Preliminary
- Clear

A coded correspondence regarding all changes will be distributed in early July.

The following link will provide you specific authorization language for the new Education Specialist Teaching credentials.

<http://www.ctc.ca.gov/credentials/CREDS/special-ed.html>

Commission-approved Education Specialist programs will need to use the following process until the online recommendation system is updated for electronic submission of applications. The programs will need to submit the following for each educator:

- Completed Application for Credential Authorizing Public School Service form (41-4)
<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- In the upper right corner of the application in the “route to” field enter the code “BASK”
- Completed recommend form (41-SPED 2010) which is attached to this memo
- Copy of degree information if not previously submitted to the Commission
- A copy of the completed LiveScan receipt (form 41-LS) if not previously submitted to the Commission
- Processing fee (\$55.00)
- Appropriate information if review is needed by the Division of Professional Practices
- For District Intern programs, need to submit appropriate governing board statement (CL -707a) and/or recommendation form (CL708 or CL-709) which are all available on the CIG

National Board Certification

A complete list of the expanded authorizations and credentials based on National Board Certification may be found in Coded Correspondence 10-03: Expansion of Credentials Issued on the Basis of National Board Certification.

<http://www.ctc.ca.gov/notices/coded/2010/1003.pdf>

Individuals may apply directly to the Commission by submitting:

- A photocopy of their National Board Certificate
- Completed Application for Credential Authorizing Public School Service form (41-4)
<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- In the upper right corner of the application in the “route to” field enter the code “BASK”
- A copy of the completed LiveScan receipt (form 41-LS) if not previously submitted to the Commission
- Processing fee (\$55.00)
- Appropriate information if review is needed by the Division of Professional Practices

The Pupil Personnel Services in School Counseling or Teacher Librarian Services Credentials are also available through the Commission’s Online Direct Application process (<http://www.ctc.ca.gov/credentials/online-services/default.html>).