



PROGRAM SPONSOR ALERT

Date: December 16, 2011

NUMBER: 11-19

Subject: Credential Web Interface Project: Approved Institutions and the Authorized Designee for Credential Recommendations

Summary

With the implementation of the Commission's Credential Web Interface Project (CWIP), all institutions (colleges, universities, school districts and county offices of education) will transition from the current online recommendation process to the new system in early 2012. To transition to the new online system, specific information will be needed from each approved institution.

We are pleased to announce that we are now requesting the Authorized Designee(s) to identify the Authorized Submitter(s).

The **Authorized Submitter** will submit the online recommendations for individuals who have completed approved educator preparation programs and/or for Emergency 30-Day Substitute Teaching Permits (See page 3 of [PSA 11-17](#) for a description of responsibilities). Authorized Submitters will be able to recommend for the specific types of credentials identified by the institution's Authorized Designee. Each Authorized Submitter will need to complete an online training prior to activation of their CWIP User ID and temporary Password.

To be completed by January 11, 2012

At this time, each Authorized Designee must complete the Authorized Submitter(s) Form CL-897 to identify the Authorized Submitter(s). The Authorized Submitter(s) Form CL-897 is available on the Credential Information Guide in the "What's New" section. An example of how to complete this form is also attached for your reference. The Authorized Designee must email the completed form using **his or her work email address** to the Commission at CTCOnline@ctc.ca.gov with "Authorized Submitters" in the subject line by January 11, 2012.

Once the CWIP system is implemented, the process through which an **Authorized Designee** submits a change of Authorized Submitter or Submitter(s) will be published.

Authorized Designee(s)

A list of identified Authorized Designee(s) for both Employing Agencies (Non-Programs) and Approved Programs is available on the Credential Information Guide in the “What’s New” section. This list will be updated on a regular basis.

The following temporary process is available for the Appointing Authority (Approved Program or Employing Agency (Non-Program)) to correct the Authorized Designee information. The Dean or Superintendent may resubmit the Authorized Designee(s) Form CL-896 by emailing it from his or her work email address to CTCOnline@ctc.ca.gov with “Authorized Designee(s) – Correction” in the subject line. This form is also available on the Credential Information Guide in the “What’s New” section.

The ***Authorized Designee*** is responsible for identifying and providing training to the Authorized Submitter(s). These are the individuals who will submit the online recommendations (See page 3 of [PSA 11-17](#) for a description of the Authorized Designee’s responsibilities). In addition, the Authorized Designee will indicate which types of credentials each Authorized Submitter may process. Some institutions will have one individual make all the recommendations but other institutions may elect to have different individuals submit recommendations for only specified educator preparation programs and/or for Emergency 30-Day Substitute Teaching Permit. The Authorized Designee will monitor the credential recommendation process and retrieve, as needed, information specific to the institution’s recommendations from the CWIP system. Each Authorized Submitter will need to complete an online training prior to activation of their CWIP User ID and temporary Password.

In December of 2011, the Commission provided training for individuals who will be using the new CWIP online system. The training webcast is now available on the Credential Information Guide under the What’s New section. Each Authorized Designee and Authorized Submitter will be expected to have completed the online training prior to activation of their CWIP User ID and temporary Password.

Next Step – User ID and/or Passwords

Commission staff will compare the names of the Authorized Designee(s) and Authorized Submitter(s) with the names of the individuals who have completed the online training before activating each User ID and temporary Password. A separate CAW News Flash will be sent when the Commission begins the process of activating User IDs and temporary Passwords.

Background

The CWIP project will result in the decommissioning of the current contracted electronic online services and will transition hosting of the online system interface in-house. This will allow a unified system with data sharing and reuse of the Commission’s existing Credentialing Automation System Enterprise (CASE) business logic and associated user features. Centralizing data in-house increases the Commission’s efficiency to provide full functionality as the contractor had previously provided while also providing the public and stakeholders availability to up-to-the-minute official educator document data in real time. CWIP will be a user friendly web interface that is fully integrated into the Commission’s existing enterprise-wide credentialing automation system, allowing direct control over changes, updates, enhancements, and security by the Commission. By enhancing this technology, the Commission will be able to provide the highest level of customer service to the public and stakeholders and provide an overall savings to the State.

References

Updates on CWIP will be posted on the Commission's webpage: <http://www.ctc.ca.gov/default.html> as well as the Credential Information Guide.

Approved Programs Contact web page:

<https://info.ctc.ca.gov/fmi/xsl/ProgramSponsors/recordlist.xsl>

PSA 11-17: CWIP: Approved Institutions and the Appointing Authority for Credential Recommendations: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-17.pdf>

Forms:

Authorized Designee(s) Form CL-896

Authorized Submitter(s) Form CL-897

Questions related to CWIP: CTCOnline@ctc.ca.gov