Understanding the CIG: Approved Programs

February 2012

Webcast Agenda

- Touring the CIG – how to log in and navigate the redesigned system.
- Approved Programs – looking up the approved teacher preparation and single subject matter programs for your institution.
- Filling out your CWIP forms.
- Handling discrepancies.
- Important ways to keep in contact.

Touring the New CIG
Touring the CIG

- In 2002, the Credential Handbook was replaced by a new online version called the CIG
- The CIG was created to improve communication by providing the most current information to the field

Then, in 2011......

**CIG2 was born!**

This much anticipated update to the CIG was produced to provide a more easily navigated web experience for CIG users.

Accessing the CIG

To access the CIG, do the following:

1. Type in the following link: http://www.ctc.ca.gov/credentials/cig2/cig_toc.html
2. A box will appear labeled “Enter Network Password”
Accessing the CIG (cont.)
3. Enter the following:
   Username: cig2011
   Password: ctcguide
   Note: Please do not distribute the address, user name or password to the public as it is exclusive to the field and the Commission staff.
4. Click box to save your password
   *Contact CIG2@ctc.ca.gov if you are unable to log on.

How to Read the Approved Programs Listing on the CIG

The Public View vs. CIG View
- The public gets a very limited view of the currently approved programs.
- The CIG provides dates, past approvals, withdrawals, inactive programs, and more.
Approved Single Subject Matter Programs

- CIG view shows:
  - Approved date
  - Whether they are Pre-2042 or 2042
  - Expiration dates
  - Type of Expiration
    - Inactive
    - Withdrawn
    - Expired Standards

Approved Professional Preparation Programs

- CIG view shows, in addition to the public view:
  - Approval, expired, withdrawn and inactive dates
  - English Learner Date (if applicable)
  - The number of record entries for each credential type
  - Intern & BCLAD if applicable
  - Subject Areas – Single Subject only

Subject Matter Preparation Programs – How to Read

- Subject Matter Preparation Programs are usually undergraduate courses of study completed before candidates begin teacher preparation programs.
Professional Preparation Programs – How to Read

- Professional Teacher Preparation Programs lead to a credential.
### Commission on Teacher Credentialing

**Ensuring Educator Excellence**

#### Approved Programs

- California approved Subject Matter Preparation Programs
  - This list provides a directory of California colleges and universities with Commission-approved subject matter programs.

- Commission-approved Professional Preparation Programs
  - This list provides a directory of California colleges and universities with Commission-approved professional preparation programs.

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**Selective from pop-up to show info that offer:**

**Click to close:**

### California approved Subject Matter Preparation Programs

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, Berkeley</td>
<td>Mathematics</td>
<td>Berkeley</td>
<td><a href="#">Contact Information</a></td>
</tr>
<tr>
<td>University of California, Los Angeles</td>
<td>English</td>
<td>Los Angeles</td>
<td><a href="#">Contact Information</a></td>
</tr>
<tr>
<td>California State University, Fullerton</td>
<td>Science</td>
<td>Fullerton</td>
<td><a href="#">Contact Information</a></td>
</tr>
<tr>
<td>California Polytechnic State University</td>
<td>Education</td>
<td>San Luis Obispo</td>
<td><a href="#">Contact Information</a></td>
</tr>
</tbody>
</table>

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**Additional Information:**

- For more details, please visit the Commission on Teacher Credentialing website.
- Follow updates and guidelines for credential eligibility and requirements.
How to fill out the CWIP form (feel free to change this title)
Withdrawal versus Inactive

- **Withdrawal**
  - Program will no longer be offered.
  - The institution must go through initial program review (IPR) and be approved by the committee on Accreditation (COA) if they want to offer the program again.

- **Inactive Programs**
  - Program is no longer accepting new candidates.
  - Will participate in modified accreditation activities as determined by the COA.
  - Must undergo a reactivation process or be withdrawn after 5 years.
Withdrawn Versus Inactive

- For specific details on withdrawing or going inactive see the Accreditation Handbook:
  - Chapter Three: Institutional and Program Approval

Discrepancies

- Email Kathryn Polster kpolster@ctc.ca.gov to report inaccuracies in the CIG.
- We will review the listing and make updates as necessary.

Discrepancies

- Include the following:
  - Institution Name
  - Program (Include if the program is Subject Matter or Professional Preparation)
  - Reason for inaccuracy
    - Institution has never had the program
    - Program should/shouldn’t show as inactive/withdrawn
    - Intuition has been approved for a program that doesn’t appear on the CIG.
Keep Us Informed: Update Contact Information

- It is the institution’s responsibility to keep their contact information up to date.

Keep Yourself Informed

- Sign up for the PSD e-news – Information from PSD on a bi-weekly basis including program sponsor alerts (PSA): PSD-news-subscribe@lists.ctc.ca.gov
- Commission’s Subscriber Mailing List - Receive coded correspondence, news letters, press releases, etc: NewsList-subscribe@lists.ctc.ca.gov

Subscribing to CAWNews

To receive up-to-date information regarding CAW’s policies and procedures, send an e-mail to:
1. cctclists@lists.ctc.ca.gov
2. type Subscribe CAWNews in the subject line
3. send!
CAWNews Subscriber Mailing List

Through the Listserv E-mail System, you will receive:
- Credential Information Alerts
- Workshop Information
- Other Information Exclusive to Credentialing

Questions? We are here to help!

- Difficulty logging onto the CIG: CIG2@ctc.ca.gov
- Discrepancies with the programs listed on the CIG: kpolster@ctc.ca.gov
- CWIP form help: ctconline@ctc.ca.gov