

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

Box 944270 (1900 Capitol Avenue)  
Sacramento, California 94244-2700  
(916) 445-7254 or (888) 921-2682  
[www.ctc.ca.gov](http://www.ctc.ca.gov)  
[credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)



## OFFICE OF THE EXECUTIVE DIRECTOR

**DATE:** September 19, 2002 02-0021

**TO:** All Individuals and Groups Interested in the Activities of the California Commission on Teacher Credentialing

**FROM:** Dr. Sam W. Swofford, Executive Director

**SUBJECT:** Updating the Commission's Subscriber Mailing List

The Commission is updating its subscriber list for individuals and groups who receive information from the Commission. The Commission now offers subscribers two options.

1. The first option is through the Listserv e-mail system, which is a better means to communicate and distribute information. Distributing information through e-mail, instead of regular U.S. mail reduces the delivery time of sensitive information, as well as postage and printing costs.

To subscribe to the Listserv e-mail system, send an e-mail to [cctclists@lists.ctc.ca.gov](mailto:cctclists@lists.ctc.ca.gov) with "Subscribe newlist" in the subject line (do not include the quotation marks). You can contact the list server administrator at [cctclists@ctc.ca.gov](mailto:cctclists@ctc.ca.gov).

Listserv subscribers will quickly receive:

- Coded Correspondence
- Newsletters
- E-news (the Commission's electronic newsletter)
- Press Releases
- Reports
- Workshop Information

2. The second option is to continue to receive Commission information by the U.S. mail. You must complete the attached form to remain on the Commission's subscriber list.

If you have any questions regarding the Listserv system, please contact the Commission at (916) 445-7254 (toll free 1-888-921-2682) or send an email to [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

# Subscriber List

If a subscriber wishes to continue to receive Commission information, please complete this form and return it to the Commission by October 31,2002.

Individual \_\_\_\_\_

Title \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Return form to:

California Commission on Teacher Credentialing  
Attention: Support Division  
P.O. Box 944270  
Sacramento, CA 94244-2700