

COMMISSION FOR TEACHER PREPARATION AND LICENSING

O STREET
SACRAMENTO 95814

(916) 445-0184

26 May 1976

75-7626

TO: Institutional Presidents, Deans and Chairpersons of Education

FROM: Peter L. LoPresti, Executive Secretary *PLL*

SUBJECT: Institutional Endorsement for Credential Renewal

At its May meeting the Commission gave careful consideration to the requirement for institutional recommendation of applicants for credential renewal. Substantial numbers of standard (Fisher) credentials have been issued on the approved program basis as partial or postponed documents.

College and university representatives have assured the Commission that institutions have made and are making adequate provision to handle this requirement of recommending applicants. On the basis of this assurance, the Commission agreed to continue the procedure which requires institutional recommendation for renewal of credentials when such requirement was stipulated at issuance.

To be certain that all institutions understand the requirement, the Commission agreed to remind each approved institution of the need to provide appropriate counseling and coursework so that each applicant will be aware of the necessity of receiving institutional endorsement for renewals. As before, renewal of the clear credential or conversion of a previously clear credential to a life document does not require an institutional recommendation.

To this end, candidates presenting renewal applications to the Commission will be expected to include institutional endorsements, completed by the authorized college official or designated representative, by one of the following: (1) the approved program renewal form furnished the applicant at the time his credential was issued; or (2) Form CL-423 (see enclosure); or (3) the recommendation of the college, made by completing item #3 of the application form in its entirety. Applicants completing sufficient renewal units who are denied institutional endorsement may return all application materials with a written statement from the appropriate college official specifying why the institution is unable or unwilling to recommend the candidate. Such applications will be presented to the Commission on an individual basis for consideration in accordance with the Commission's appeal policy. I believe this procedure will permit the Commission to assist you in serving efficiently and effectively our mutual needs and the needs of credential applicants and school districts. We welcome any suggestions you may have.

Enclosure

Informational copies to County and District Superintendents of Schools

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1000 STREET
SACRAMENTO 95814

Telephone Number: 916-445-7254

Dear Applicant:

Your application for the renewal of your credential which was granted to you on a partial fulfillment basis is being returned because you have not included the institution's statement verifying completion of renewal requirements in terms of its accredited program for the credential and recommending you for the renewal. These requirements were indicated on your credential as codes 111c or 111d and 113 for the teaching credentials; 324, 326 for school nursing credentials; or 321, 326 for the pupil personnel services credentials.

Anticipating that some applicants will be unable to secure institutional statements, the Commission for Teacher Preparation and Licensing has established an appeal procedure. The appeal policy requires that the applicant supply evidence of institutional problems in recommending the renewals in the form of a written statement from the authorized official at the institution where the coursework for renewal was completed. The statement must specify the reason(s) why the institution is unable or unwilling to recommend the renewal. In such cases, assuming the proper number of units has been completed, it may be possible to consider the application for reissuance of the credential, if the reasons for not securing the college recommendation appear valid and appropriate. In addition to the institution's statement, you may also wish to include your own statement regarding your inability to secure the collegiate recommendation.

For your convenience, the reverse of this letter is a form prepared for use of the institution in making its recommendation. (Other appropriate forms were sent to you when your credential was processed.)

LICENSING BRANCH

APPROVED PROGRAM RENEWAL FORM

THIS STATEMENT IS TO BE COMPLETED BY THE DEAN OF THE SCHOOL OF EDUCATION OR THE HEAD OF TEACHER EDUCATION AT A CALIFORNIA TEACHER EDUCATION INSTITUTION. IT IS REQUIRED FOR RENEWAL OF THE APPROVED PROGRAM CREDENTIAL ISSUED ON THE BASIS OF PARTIAL FULFILLMENT OF REQUIREMENTS.

0: Commission for Teacher Preparation and Licensing
Licensing Branch
P. O. Box 2670
Sacramento, California 95812

I certify that _____ is pursuing an
(Print or type name of applicant)

approved post baccalaureate program leading to the completion of requirements for a
California Standard _____ credential.

If the credential being renewed is a teaching credential, the student is completing major(s)
and minor(s) listed below in this institution's accredited program.

MAJORS

MINORS

- _____ 1. _____
- _____ 2. _____

Applicant has completed the following requirements for renewal of the credential held:

FOR THE FIRST RENEWAL: The applicant has completed a minimum of _____ semester hours
(6 or 10 as applicable; 9 or 15 quarter hours) of coursework toward the completion
of the requirements for the full credential (including United States Constitution
when applicable).

FOR THE SECOND AND SUBSEQUENT RENEWAL: The applicant has completed a minimum of _____
semester hours (10 or 12 as applicable; 15 or 18 quarter hours) of coursework toward
completion of the requirements.

THE CLEAR CREDENTIAL requires the California institutional recommendation, utilizing that
portion of the application form designed for this purpose. Three years of successful school
experience in California at the level authorized by the credential are required for the
issuance of this credential valid for life.

THIS PROGRAM OF PREPARATION IS APPROVED BY THE COMMISSION FOR TEACHER PREPARATION AND LICENSING.

DATE _____ (SIGNED) _____

CALIFORNIA TEACHER EDUCATION INSTITUTION _____ TITLE _____