

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET
SACRAMENTO 95814

file

TO: Deans, Schools of Education 76-7740

ATTENTION: Special Project Coordinator *P/L*

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Pilot Project to Permit Teacher Preparation Institutions to Issue Multiple and Single Subject Teaching Credentials to Persons Successfully Completing Approved Programs During the 1976/77 School Year.

Thank you for agreeing to participate in the pilot study for the issuance of multiple and single subject credentials by teacher preparation institutions. At this time we wish to reiterate and perhaps clarify our guidelines. The only credentials that will be issued by the institution will be initial preliminary credentials valid for five years and initial clear credentials. All other credentials, including renewals and subject matter changes, will be processed in the regular manner by the Commission staff. Initial applications involving yes answers to question 9F must also be processed directly by the Commission.

The institution will be expected to complete the credential document by typing the name, social security number, issuance/expiration dates and subject matter category authorizations. Attached you will find an explanation detailing the document preparation procedure.

The original and one copy of the credential should be forwarded to the applicant. The third copy should be sent to the Commission along with the application, fingerprint card, credential fees, and if appropriate, examination fees.

Enclosed are the preprinted credentials per your order. We are also sending a record of the document code numbers being forwarded to your office. This record will help you ascertain that all documents are received and accounted for by your office.

It would be appreciated if the completed credential packets would be forwarded to the Commission at monthly intervals. This procedure will allow our office to better monitor the pilot study. Enclosed are the monthly reporting forms and instructions. Returned documents and questions concerning the project should be addressed to Mrs. Donna Robertson at 445-0473.

Attachments

Pilot Study/Credential Issuance

Document Preparation Instructions

You may receive four packets of credentials: Multiple Subject (Preliminary), Multiple Subject (Clear), Single Subject (Preliminary), Single Subject (Clear).

First, determine which document to use by 2A and 2B on Attachment A. Before processing, check the fingerprint card to determine if the sex, height, date of birth and signature of applicant are complete. The sections in question are noted on Attachment B. If the information is not completed, secure the information prior to the processing of the packet.

With reference to credential documents, the following areas will be completed by your office. Sample documents are included to guide you in setting up the documents. Please Use Documents In Sequence.

(1) Reg. No.:

Locate the applicant's social security number from 1B on the application (Attachment A) and type that number to the right of the reg. no. in the upper right hand corner of the credential.

(2) Credential Holder's Name:

Type the applicant's name in capital letters as given on 1A of the application (Attachment A), being sure to center the name below the word to. Type the name according to the following criteria:

First, Maiden, Last (married women)
or First, Middle, Last (men, single women)

If you have any questions about the typing of the name, type the name the way the applicant signed the oath/affidavit on the back of the application.

(3) Valid date:

The issuance date of the credential will be the effective date of the credential on 3A of the application. If there is no effective date, use the completion date of program or the date the recommend was signed on 3C. If the completion date and the recommend date are different, use the later date. The expiration date will be five years plus the remainder of the issuance month. While the issuance date can be any day of the month, the expiration date must be the first day of the next month following the issuance month.

Example: 7-1-77 - 8-1-82
8-15-77 - 9-1-82
10-3-77 - 11-1-82

(4) Subject or Category:

a. Multiple Subject credentials:

First determine whether a preliminary or a clear document is required.

If Commission accepted waiver is checked on 3B of application (Attachment A); type 4 asterisks next to Subject or Category line.

Subject or Category: ****

If Commission approved examination is checked on 3B of application, type as below:

Subject or Category: General Subjects
(Examination)

If Bilingual/Cross-cultural emphasis is indicated on 2C of application, type as below:

For subject matter waivers:

Subject or Category: Bilingual/Cross Cultural
Emphasis

For Commission approved examinations:

Subject or Category: General Subjects
(Examination)
Bilingual/Cross Cultural
Emphasis

b. Single Subject credentials:

First determine whether a preliminary or a clear document is required.

Type the subject or subjects given on 2C of the application (Attachment A) next to Subject or Category line. A list of the only acceptable single subject categories are on attachment C. By law, no other subjects can be listed on the credential document.

Check 3B to determine if subject is by waiver or examination. If subject is by examination, type as below:

Subject or Category: English
(Examination)

If one subject is by examination and one is by subject matter waiver, type as below:

Subject or Category: English
(Examination)
History

If all subjects are by examination, type as below:

Subject or Category: English
(Examination)
History
(Examination)

Always be sure to type 4 asterisks at the end of the list of subjects.

- c. If Bilingual/Cross cultural emphasis is indicated on 2C of application, type as below:

For subject matter waivers:

Subject or Category: English
Bilingual/Cross Cultural
Emphasis

For Commission approved examinations:

Subject or Category: English
(Examination)
History
Bilingual/Cross Cultural
Emphasis

- (5) It is recommended that another typist proof the document for accuracy prior to distribution of the credential to the applicant and to the Commission. Attachment D can be used as a checklist by the proofer. If another typist is not available, it is suggested that the typist proof the credentials the following day using the checklist.

At the time you are proofing the document, please check to make sure that all three copies have the same document code number.

- (6) When an error is made on a document, attempt to erase the error on all three copies. While the copies do not have to be absolutely perfect, they should be neat and legible. The original copy should not evidence the correction at all. When retyping the corrected document place additional carbon between the copies. If the document can not be corrected, write VOID across the document, initial and date it. Voided documents should be returned along with the completed documents to the Commission.

- (7) If the document is correct, forward the original and one copy to the applicant. The third copy will be forwarded to the Commission along with the application, fingerprint card and fees.
- (8) Completed forms should be returned at the end of each of month. Enclosed are the monthly reporting forms that are to be used in transmitting the completed documents.
- (9) If you have any questions, contact Mrs. Robertson at 445-0474.

CTPL

Attachment A

STATE OF CALIFORNIA
COMMISSION FOR TEACHER PREPARATION AND LICENSING
P.O. Box 2670, SACRAMENTO, CALIFORNIA 95812

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

PLEASE PRINT (CIRCLE MR. OR MS.) Do not use your religious name(s)

County/District/Institution Use Only

Mr. Ms. Last name First Middle
Business Area Code
Home Area Code
Phone No.:
Filing Date

Applicant's Name: First Middle Last
Mailing Address: Street and Number
City State Zip Code

California County of Employment
California County of Residence
Date of Birth Month Day Year
Place of Birth
Social Security Number (For Privacy Act Notification see Page 4)

Have you ever held a California credential or permit authorizing teaching or service in California public schools? Yes No

Give: Type
Date of expiration, 19

NOTE: This portion should be completed by the institution for recommended credentials

2. APPLYING FOR: Give exact type, title or description of credential, certificate, permit, or clearance certificate desired. (Describe further as needed.) Indicate grade.
 Emergency Internship Preliminary Partial Fulfillment Postponement Renewal Reissue Clear Life

For Teaching Credential, Indicate: Teaching major(s) Teaching minor(s)
(List subject other than Education.)
For Designated Service or Subject Credential, Indicate: Service or subject(s)
 Full-time Part-time

3. FOR USE ONLY OF A CALIFORNIA TEACHER PREPARATION INSTITUTION, SCHOOL DISTRICT OR OTHER LOCAL EDUCATION AGENCY. Applicants applying directly to the Commission do not complete.

(Name) _____ Employing: District _____ County _____ Agency _____
California recommending institution _____
(Signature of Employer)

Completion date of program or effective date of credential: _____
THE RECOMMENDING AUTHORITY HAS REVIEWED THE APPLICATION, PREPARATION AND/OR EXPERIENCE AND CERTIFIES THAT THE APPLICANT:

(Formal Recommendation) Has completed a program for the credential described in Number 2 above.
(Informal Verification) Has completed or is completing an equivalent program for the credential described in Number 2 above.
(Internship) Is recommended for the internship credential described in Number 2 above in accordance with the program approved by the Commission. For service in _____ District _____ County

Waiver examination has been has not been completed.
(Designated Subjects) Meets the requirements for the designated subjects credential described in Number 2 above.

Specific credential requirements have been met by the applicant as verified below:

Commission-accepted waiver of subject matter program in: _____
(Subjects to be listed on credential.)
 Commission-approved examination(s) in _____
(Verify examination score and submit fee for recording.)
 Two unit course or examination on the U.S. Constitution has been completed.
 Health education unit requirement has been completed.
 Reading requirement has been completed.

FOR LICENSING BRANCH USE ONLY

(Signature) _____ Officer Authorized to Recommend _____ Date _____
 This application is being returned for completion. See letter from the Commission for Teacher Preparation and Licensing for instructions.
 Since you are not eligible for the credential, this application has been denied and terminated. See letter from the Commission for Teacher Preparation and Licensing for instructions.
 This application cannot be used again. These materials are returned for your convenience.

Attachment B

APPLICANT	LEAVE THIS SPACE BLANK				SEX 2				
	LAST NAME	FIRST NAME	MIDDLE NAME						
SIGNATURE OF PERSON FINGERPRINTED	CONTRIBUTOR AND ADDRESS		AGENCY AND ADDRESS Commission for Teacher Preparation and Licensing P.O. Box 2670 Sacramento, California 95812	HT. (IN.) 5	WT. 140				
RESIDENCE OF PERSON FINGERPRINTED				DATE OF BIRTH 6/27	HAIR B				
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	NUMBER	LEAVE THIS SPACE BLANK							
TYPE OR PRINT ALL REQUESTED DATA	DATE FINGERPRINTED	CLASS. _____ REF. _____							
<table style="width:100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; padding: 2px;">CLASSIFIED BY</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">SEARCHED BY</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">FILED BY</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">CHECKED BY</td></tr> </table>	CLASSIFIED BY					SEARCHED BY	FILED BY	CHECKED BY	PLACE OF BIRTH
CLASSIFIED BY									
SEARCHED BY									
FILED BY									
CHECKED BY									
PAYMENT OF FEE REQUIRED FOR PROCESSING BY CH	CITIZENSHIP								
FILL OUT REVERSE SIDE COMPLETELY									
1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE					
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE					
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY					

Single Subjects for the Ryan credential. From Education Code 13147 or 44282

English

Physical Science

Life Science

Mathematics

Social Science

History

Government

Industrial Arts

Physical Education

Business

Music

Art

Home Economics

Agriculture

Foreign Language (s): French
Spanish
Russian
German
Chinese

Including, but not limited to those languages

Type Foreign Language as below:

Subject or category: Foreign Language:
French

or

Subject or category: Foreign Languages:
French
Russian

Document Review Checklist

- (1) Has the right credential been used?
- (2) Does the Reg. No. correspond to social security number on 1B of Attachment A?
- (3) Is the name all in caps.?
Is the name typed correctly as noted on 1A of Attachment A?
- if woman; First, Maiden, Last
if man; First, Middle, Last
- (4) Does the issuance date correspond with 3A of Attachment A?
If 3A is not completed, does it correspond with 3C of Attachment A?
- (5) Is the expiration date 5 years plus the completion of the issuance month?
Example: 6-17-77 - 7-1-82
- (6) Multiple Subject
Check to see if granted by waiver or examination:
- If by waiver, no subject should be listed - four asterisks should be typed next to subject and category.
- If by examination, the subject/category should read:
General Subjects
(Examination)

- Single Subject
Check to see if the subjects listed on credential correspond to subjects on 2C of Attachment A
- Are the subjects valid? - Check Attachment C
- Check 3B of application to determine if by examination
- (7) Check 2C of application (Attachment A) to see if Bilingual/Cross Cultural Emphasis should have been listed.

No. TC 50444 VOIDED FOR DEMONSTRATION PURPOSES PER C.W. MOSS 5-4-77
Reg. No. 561-74-0207

The State of California

Issues this

Perkins Credential

JANE MARIE JONES

to

Type Multiple Subject

Class Preliminary

Authorizations R-2

Renewal R-14

Grades—Preschool, Grades 1-12, and adult classes

Valid 9-3-77 - 10-1-82

Restrictions ****

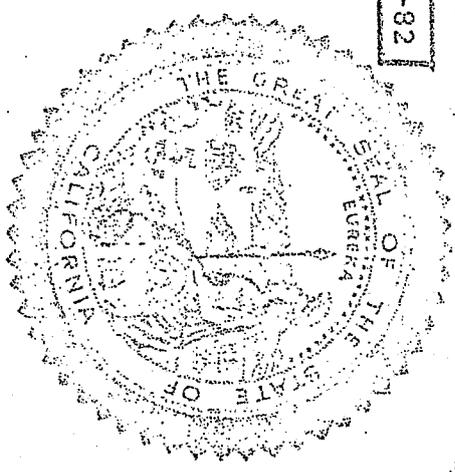
Subject or category: ****

Arthur B. Myers

CHAIRMAN, COMMISSION FOR TEACHER PREPARATION AND LICENSING

Allen P. de Bevoise

EXECUTIVE SECRETARY, COMMISSION FOR TEACHER PREPARATION AND LICENSING



Marion S. Butler

PRESIDENT, STATE BOARD OF EDUCATION

William J. Jones

SUPERINTENDENT OF PUBLIC INSTRUCTION SECRETARY, STATE BOARD OF EDUCATION

SEE REVERSE FOR EXPLANATION OF CODED ITEMS

No. TC 50444 VOIDED FOR DEMONSTRATION PURPOSES PER C.W. MOSS 5-4-77
Reg. No. 561-74-0207

One Step in California

issues this

Examination Credential

JANE MARIE JONES

Type Multiple Subject

Class Clear

Authorizations R-2

Renewal ***

Grades—Preschool, Grades 1-12, and adult classes

Valid 7-1-77 - 8-1-82

Restrictions ***

Subject or category

General Subjects
(Examination)

Arthur E. Meyer

CHAIRMAN, COMMISSION FOR TEACHER PREPARATION AND LICENSING

John F. DeBeauvoir

EXECUTIVE SECRETARY, COMMISSION FOR TEACHER PREPARATION AND LICENSING



Marion G. Bunker

PRESIDENT, STATE BOARD OF EDUCATION

William J. ...

SUPERINTENDENT OF PUBLIC INSTRUCTION SECRETARY, STATE BOARD OF EDUCATION

SEE REVERSE FOR EXPLANATION OF CODED ITEMS

No. TC 50327

The State of California

Issues this

Qualifying Credential

Reg. No. 561-74-0207

30

JANE MARIE JONES

Type Single Subject

Class Preliminary

Authorizations R-1

Renewal R-4

Grades—Preschool, Grades 1-12, and adult classes

Valid 7-16-77 - 8-1-82

Restrictions ****

Subject or category

English
(Examination)
History
(Examination)

Arthur B. Meyer

CHAIRMAN, COMMISSION FOR TEACHER PREPARATION AND LICENSING

John L. De Groot

EXECUTIVE SECRETARY, COMMISSION FOR TEACHER PREPARATION AND LICENSING



Marion S. Butler

PRESIDENT, STATE BOARD OF EDUCATION

William J. Hill

SUPERINTENDENT OF PUBLIC INSTRUCTION
SECRETARY, STATE BOARD OF EDUCATION

SEE REVERSE FOR EXPLANATION OF CODED ITEMS

The State of California

issues this

Qualifying Credential

JANE MARIE JONES

to

English (Examination) History ***

Type Single Subject

Class Clear

Authorizations R-1

Renewal ***

Grades—Preschool, Grades 1-12, and adult classes

Valid 10-12-77 - 11-1-82

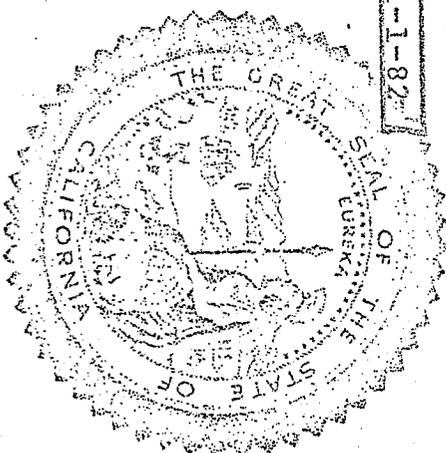
Restrictions ***

Arthur B. Proyer

CHAIRMAN, COMMISSION FOR TEACHER PREPARATION AND LICENSING

John R. DeGroot

EXECUTIVE SECRETARY, COMMISSION FOR TEACHER PREPARATION AND LICENSING



SEE REVERSE FOR EXPLANATION OF CODED ITEMS

Maxine K. Baker

PRESIDENT, STATE BOARD OF EDUCATION

William J. Stone

SUPERINTENDENT OF PUBLIC INSTRUCTION SECRETARY, STATE BOARD OF EDUCATION

No. TC 50327

Reg. No. 561-74-0207

The State of California

Issues This

Teacher Credential

to

JANE MARIE JONES

Type Multiple Subject

Class Clear

Authorizations R-2

Renewal *****

Grades—Preschool, Grades 1-12, and adult classes

Valid 5-19-77 - 7-1-82

Restrictions *****

Subject or category:

General Subjects
(Examination)
Bilingual/Cross Cultural
Emphasis

Arthur B. Meyer
CHAIRMAN, COMMISSION FOR
PREPARATION AND LICENSING

Thomas G. Butler
PRESIDENT, STATE BOARD OF EDUCATION

John R. de Groot
EXECUTIVE SECRETARY, COMMISSION FOR
TEACHER PREPARATION AND LICENSING



William J. Jones
SUPERINTENDENT OF PUBLIC INSTRUCTION
SECRETARY, STATE BOARD OF EDUCATION

SEE REVERSE FOR EXPLANATION OF CODED ITEMS

COMMISSION FOR TEACHER PREPARATION AND LICENSING
MONTHLY PILOT STUDY REPORT

TO: Donna Robertson

Administration Unit
1020 40th Street, Room 222
Sacramento, CA 95814

FROM:

Institution

Prepared by

(Check Month of Report)
 _____ June 30
 _____ July 31
 _____ August 31
 _____ September 30
 _____ October 31

Type	Document Code #'s Sent to Institution	Number of Documents Sent to Institution	Number of Completed Credentials returned this month with Attached Documentation	Number of Unused documents on hand as of this date
MS/Preliminary	_____	_____	_____	_____
MS/Clear	_____	_____	_____	_____
SS/Preliminary	_____	_____	_____	_____
SS/Clear	_____	_____	_____	_____
Voids (Amount only)	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____