

COMMISSION FOR TEACHER PREPARATION AND LICENSING

720 O STREET
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September 30, 1977

77-7818

TO: County and District Superintendents of Schools and Deans of Education

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

SUBJECT: Renewal of Pre-Ryan Credentials

The difficulty encountered by many candidates in securing institutional recommendations for renewals of approved program credentials has caused inordinate and unnecessary delays and anxiety among applicants awaiting formal Commission action.

To alleviate this situation, the Commission has directed that the candidates be permitted to apply directly when the applicant, for various reasons, cannot secure institutional recommendation. Naturally, it is our desire that applicants seek proper counsel from approved institutions in completing a well-rounded program leading to an institutional recommendation. We will continue to encourage that procedure. In some cases the applicant, for legitimate reasons, is unable to comply with the recommended procedure. These applications can now be handled without following the formal appeal process.

The credential holder has received, with his credential, a copy of form I-44 (attached). If the institution is unable to recommend renewal or issuance of a clear or life document, the candidate may complete the reverse of the form stating why the recommendation does not accompany the application. If sufficient units have been completed within the scheduled time period of the credential, a renewal will be processed on the partial basis.

The Commission has no wish to supplant the institutions in the counseling function. Applicants who believe and can show how they have completed all requirements may request clear or life documents, submitting all transcripts (even if previously filed) and verification of experience for review. Coursework will be assessed against the detailed requirements of the original Fisher credential structure (not the approved program credential requirements) and all specifics must be satisfied. If the applicant does not request on the application form "clear" or "life", such a review will not be made. Updated letters of evaluation will not be furnished, and advice regarding any remaining requirements is to be sought from the institution.

This procedure will result in better service to applicants, districts and counties while maintaining the Commission's concern for quality.

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.

TO: 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. _____

1. _____

2. _____

2. _____

Applicant has completed the following requirements as shown on the enclosed transcripts 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 _____

PETITION FOR RENEWAL OF A CREDENTIAL WHEN AN APPROVED CALIFORNIA TEACHER EDUCATION INSTITUTION REFUSES OR IS UNABLE TO RECOMMEND THE RENEWAL AND COMPLETE THE FACE OF THIS FORM.

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

I hereby certify that all of the following statements are true:

1. I have been unable to secure the formal recommendation for renewal from the dean or head of teacher education. The reason(s) I have been unable to obtain the recommendation at this time are:

2. I recognize and understand that to obtain a clear credential, it will be necessary for me to obtain a recommendation from the dean or head of teacher education.

3. I am pursuing a program of studies which is consistent with the fifth year of study criteria established by the Commission for Teacher Preparation and Licensing which appears in California Administrative Code, Title 5, Section 5932. (Check the pertinent area or areas.)

- a. Additional subject matter preparation including, but not limited to, pursuit of a master's or higher degree.
- b. Completion of an approved program for an advanced or specialized credential.
- c. Study undertaken for in-service training for which college or university credit is given.
- d. Study undertaken to complete an approved program of professional preparation.
- e. Study undertaken in a subject matter area in preparation for an examination in that area.

4. I have completed the required number of units of coursework including any specifics during the life of the credential being renewed, and enclose transcripts in verification.

(full legal name)

(date)