

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

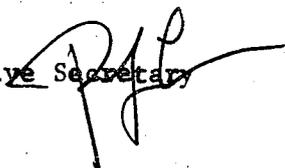
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October 25, 1977

77-7821

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

FROM: Peter L. LoPresti, Executive Secretary 

SUBJECT: Dating of Credentials

In the continuing search of the Commission for Teacher Preparation and Licensing for procedures which will speed our operation and result in better service, we have been studying the issuance date of credentials. As you are aware, we have been using the date of application as the issuance date of credentials, whether initial grants, renewals, or reissues. When a district office, a county office, or an institution has requested a date other than the date of application, that date has been used.

We anticipate no changes in the dating of initial issuance of credentials, but we will be altering the dating of renewals. This change refers specifically to pre-Ryan credentials which can no longer be issued except as renewals.

The following examples may serve to illustrate our new procedure:

RENEWALS for applications submitted between 1-1 and 6-30 of the year of expiration

When there is no change in the credential, as by the addition or removal of subjects or change of district, a 6-30 issuance date for renewal will be uniformly used. The credential will be valid for the full term authorized for the credential being renewed.

When the credential is being changed, as by the addition or removal of a subject, a change in district, or renewal from partial to clear or from partial to life, the renewal will be dated as of the application or completion date, and the credential will be valid for the authorized term, or for life, as appropriate.

Example: From standard partial to clear. Application received 5-1-77. Renew from 5-1-77 to 6-30-79 (2+ years).

RENEWALS for applications submitted prior to the year of expiration

When there is no change in the credential, the renewal will be made for the customary period as of 6-30 of the year of expiration.

Example: Partial credential expires 6-30-78. Application filed in 1977. Renewal requirements have been met but the applicant does not qualify for the clear credential. Renewal will be dated 6-30-78, valid to 6-30-80.

The applicant files prior to the year of expiration having completed renewal requirements, and the status of the credential is being changed by the addition or removal of a subject, a change of district, going from partial to clear or other. The date of application or completion will be the renewal date.

Example: The applicant holding a partial credential expiring 6-30-78 qualifies and applies for a clear credential before 6-30-77. The clear credential will be issued as a renewal, using the date of application, valid to 6-30-79 (2+ years).

Example: The applicant holding a partial credential expiring 6-30-78 qualifies and applies for a clear credential between 7-1-77 and 1-1-78. The clear document will be issued as a renewal as of the application or completion date, valid to 6-30-80 (2+ years).

Simply stated, in all cases where there will be no change in the credential itself which may affect the status of the credential holder, 6-30 will be used as the renewal date. When there will be a change in the credential which can conceivably affect the status of the credential holder, the credential will be dated as of the application or completion date. We trust that the uniformity of this procedure will prove as beneficial to you as we anticipate it will to our operation.