

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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March 14, 1980

79-8048

TO: Deans, and Credential Analysts, Schools of Education Involved
in Institutional Issuance Procedure

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

SUBJECT: Institutional Issuance of Credentials (Multiple and Single Subjects Only)

The institutional issuance of credentials procedure has been in operation since the Spring of 1977 and is going well. To date approximately 15,000 credential documents of the various types have been prepared at the participating institutions and given to candidates.

The Dean of the School of Education for institutions that are interested in initiating this procedure, or in expanding the number of credential types prepared, is encouraged to submit a written request to the Commission office to the attention of Dr. Richard Mastain, Chief of Licensing and Professional Development. The credentials analyst or other appropriate person responsible for the procedures operation of issuing the credentials will need to receive the required training by the Commission staff before the new procedure may be initiated.

A revised training manual is enclosed for your use. Several changes and corrections have been made so that the instructions now reflect current Commission policy. One change is that both sheets of the application are now to be submitted to the Commission. The second sheet is needed for the gathering of data.

Please note that no specific mention is made of the supplementary subject authorization for single subject credentials. This is considered a special circumstance and applications involving a supplementary subject should be sent to the Commission office for processing as institutional recommendations. Please see the coded correspondence (78-7961) dated May 17, 1979, for further information.

If there are any questions on this procedure or the enclosed updated instruction booklet, please contact the Commission's Information Services, (916) 445-7254.

Encl.