

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

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SACRAMENTO 95814  
(916)445-0233



April 7, 1982

81-8234

TO: Deans and Directors of Teacher Education Programs and College/  
University Credential Analysts

FROM: *John F. Brown*  
John F. Brown, Executive Secretary

SUBJECT: Several Issues Related to Licensing

Certificate of Clearance:

There have been a number of instances in which the application for the Certificate of Clearance has not been processed by the Commission in time for the student teaching assignment. In those instances the colleges have correctly instituted the "affadavit process," and thereby made provisions for the candidate to enter into the student teaching assignment. When this situation occurs, there is no need to send the affadavit to the Commission. Please hold it for your records, at least until the Certificate of Clearance has been received from the Commission.

The recommended application for the credential should not be submitted to the Commission office until the Certificate of Clearance has been issued. In order to obtain credit for the Certificate of Clearance fee, the original Certificate must be returned with the application. Certificates of Clearance are being issued as soon as the fingerprint clearance has been established and are handled on a priority basis at that point. If the certificate has not been received by the IHE or the candidate, it may be because of the necessity for fingerprint reprints. If there has not been a reply from the Commission within three months, contact (916)445-7254 for information.

Date of Filing Credential Applications

Coded correspondence 81-8221 of February 2, 1982, included the following request:

THE DATE STAMP: The county, the local education agency, or the institution of higher education date stamp should indicate both the name of the agency and the date. If a simple time/date stamp is used, the agency name should be written in. If the date is handwritten, the agency name should be written in and signed (not initialled) by the person accepting the application.

Your attention to this request will be appreciated. To be sure the correct filing date is communicated to the certification officer, the filing date

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must be placed in the area provided on the top right hand corner of the application. The date of filing will determine the date of issuance with the following exceptions:

1. In those instances in which the institution submits an application prior to the completion of the requirement, the issuance date will be the completion date as entered in area three of the application;
2. The applicant, district, county, or institution requests a future issuance date that is not more than a year from the date of filing;
3. The school would lose credit for ADA if the postmark date of the application request was not used. To make this request follow the procedure outlined in coded correspondence 81-8221, Section II, A-2b.