

## COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE SECRETARY

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TO: Institutions Involved in the Institutional Issuance Procedure and All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM:  Philip A. Fitch, Ed. D., Executive Secretary

SUBJECT: Institutional Issuance Procedure

In the spring of 1977, a pilot project was undertaken by the Commission which authorized teacher preparation institutions to type Multiple and Single Subject Teaching Credential documents, then send the application packet to the Commission and deliver the credential document to the applicant upon completion of the approved program requirements. There were over 30 institutions involved in the pilot project, and because of its success, the program was formally approved by the Commission in January of 1978. The institutional issuance procedure has continued since that date. Various changes to the program have occurred as the program has expanded to include other types of credentials.

The Commission is in the process of automating the licensing function and as part of this conversion from the manual operation, we will be introducing a generic computer generated credential document on January 1, 1990. The new document will have the authorization and renewal information specific to each applicant's credential printed on its face and they will be numbered sequentially by the computer. Due to these changes, the institutional issuance procedure will end on December 31, 1989. It will no longer be possible for the institutions to create a look-alike document. As soon as the Commission has the ability to produce a generic document, much of the convenience the institutions enjoyed by typing the documents will no longer be an issue since the computerization will improve the Commission's turn-around time. The institutions have always been encouraged to submit applications with work-in-progress; if they continue to do this we should soon be able to return credential documents to be distributed when the candidates complete the program.

The Commission wishes to express its appreciation to the credential analysts at the institutions who have participated in the institutional issuance procedure. Without your continued support and attention to detail we never could have maintained the procedure. Even though the institutional issuance procedure must end because of the generic document and computerization, your professional status is unchanged with the Commission. We know that you will continue to analyze each applicant's qualifications, advise them of the credential requirements and complete the detailed recommendation form which will allow us to print the document. The only change is you will no longer have the authority to type the document.

There will be an Institutional Issuance meeting from 11 a.m. to noon on Wednesday, October 18, 1989, as part of the Credential Analysts and Counselors of California (CCAC) conference. We hope that all of the credential analysts at the institutions involved in the Institutional Issuance Procedure will attend. At that time, you will be instructed on how to return all unused documents and be given a time line for any other specifics regarding the end of the institutional issuance procedure.

Thank you all again for participating in the institutional issuance procedure through the years. Without your dedication this program would not have been a success.