

COMMISSION ON TEACHER CREDENTIALING

Box 944270
Sacramento, California 94244-2700
(916) 445-7254

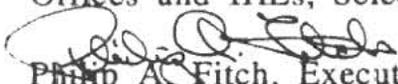


OFFICE OF THE EXECUTIVE SECRETARY

May 11, 1993

93-9310

TO: County Superintendents of Schools, Deans and Directors of
Teacher Education Programs, Credential Analysts in County
Offices and IHEs, Selected School Districts

FROM: 
Philip A. Fitch, Executive Director

SUBJECT: CREDENTIAL CONSULTING SERVICES (CCS)

This letter is written to clarify and comment on information provided to you by *Credential Consulting Services (CCS)*, a private firm located in Chino, California. The Commission on Teacher Credentialing does not formally endorse any private company which wishes to offer credential evaluation services. The Commission provides information services through correspondence, over the telephone, and in person in our office during specified business hours. If an applicant feels he or she needs more personal attention which neither you nor we are able to provide and decides to consult with CCS, please be aware of the company's limitations and that they charge a fee for their services.

FOREIGN EVALUATIONS: CCS's brochure indicates that they do evaluations of foreign training. The Commission has an established procedure for approval of agencies desiring to evaluate foreign transcripts, although the final approval of each applicant's qualifications is the prerogative and responsibility of the Commission. There are currently two approved agencies:

International Education Research
Foundation, Inc. (IERFI)
P.O. Box 745
Los Angeles, CA 90066
(310) 390-6276

World Education Services (WES)
P.O. Box 66940
Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311

CCS has not applied for nor been granted approval, therefore evaluations completed by them cannot be accepted for credentialing purposes.

SUPPLEMENTARY AUTHORIZATIONS: The Commission has the responsibility, under Education Code §44256(a) and (b), to review and approve supplementary authorizations based on twenty semester hours (or ten upper division semester hours) of appropriate course work in specified areas. Other agencies may read the statutes and regulations and offer advice to applicants; however, no other agency, including CCS, has the authority to approve course work or make commitments to candidates concerning which courses will be accepted by Commission staff.

APPLICATIONS FOR RENEWALS: CCS is not authorized to establish filing dates for applications, which means there could be a break in coverage if an application for renewal is submitted after the document has expired. This lack of a filing date may also cause confusion if it is necessary for an employer to issue a temporary county certificate. The Commission will handle applications submitted through CCS as it handles applications submitted directly by an individual. This means we will return everything to the individual if there is a problem. As long as the applicant, or CCS, identifies the county of employment on the application, the county will be notified on the monthly status report if problems exist.

SUBJECT MATTER EVALUATIONS: It is the responsibility of colleges and universities with approved subject matter programs to verify the completion of those programs or the equivalent. If the institution wishes to enter into a contract with CCS to provide a transcript evaluation service for their subject matter programs, the Commission will continue to hold the institution accountable for the accuracy of that evaluation and will only grant a credential based on that evaluation if an authorized individual at the institution signs it.

In summary, the Commission has always been pleased to provide information services to individuals who are interested in pursuing a career in education in California, as well as to employers and institutions of higher education. Our information services call management system is available twenty-four hours per day, seven days a week for general information about many aspects of credentialing. Correspondence is answered regularly within ten days of its receipt. Applications are processed within six weeks. A member of our certification staff is available to answer specific credential questions every workday afternoon between 12:30 and 4:30 p.m. and we respond to "authorized emergency" calls from employers and IHEs any time between 8:00 a.m. and 4:30 p.m. If you have questions or concerns about information you receive from CCS, please do not hesitate to contact us. Thank you.