



CODED CORRESPONDENCE

DATE: July 3, 2008	NUMBER: 08-09
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing
SUBJECT: New Online Credential View and Print Process	

Summary:

Effective September 1, 2008, the Commission on Teacher Credentialing (Commission) will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer print and mail these documents; they will be available online to colleges, universities, employers and the document holder within 48 hours of issuance. At that time, a document may be printed from the Commission's website. (An example of the online document is attached to this Coded Correspondence.) The Commission anticipates that this will streamline the receipt of information as well as save printing and postage costs. Because an individual can print unlimited copies of the documents, there will no longer be a need to charge for duplicate copies.

Key Provisions:

Since 2001, the Commission has applied technology solutions toward the goal of a paperless system of processing applications for certification. The official record of credentials, permits, and certificates is the Commission's website per 5 California Code of Regulations §80001(e). Individuals, colleges, universities and employers will be able to lookup and, if needed, obtain a printable version of the information using a social security number and birth date via the link in the Resources section of the Commission's website. Although a printable version is available, the printed documents are not considered the official record of the Commission document.

The Commission began sending two automatic email notifications in 2005: (1) when an application has been received and (2) once a document has been mailed and is viewable online. These emails will continue to be sent to applicants (provided the applicant's e-mail address was included on the application); recommending agencies, including colleges and universities; and county offices of education when included on the



application under county of employment. Local employing agencies will only be notified by email if a document is restricted to the employing agency such as teaching permits and internship credentials. Applicants without an email address have the ability to check the Commission's lookup system to determine the status of an application.

Effective September 1, 2008, the Commission will discontinue the issuance of duplicate documents, replacement documents, and 'ornate' (formerly available for initial clear credentials) documents. Variable Term Waiver documents, letters requesting additional information (commonly referred to as reject letters), and documents verifying academic eligibility when an individual's fingerprint clearance is still pending will continue to be printed.

Documents issued prior to 1989 may not currently be displayed via the Commission's lookup system. If an individual or an employer needs information for an individual whose information is not displayed, they may contact the Commission's Information Services Unit at the number or email address in the Contact Information section to request the conversion of credential information to the Commission's computer system. The Commission is in the process of adding those pre-1989 credential holders who are currently employed in public schools to the online system. It is anticipated that this project will take two years to complete.

Important Dates:

The Commission will discontinue the printing and mailing of credentials, certificates, and permits on September 1, 2008.

Background:

The Commission has provided a secure web display of detailed document information mirroring public information contained on the printed document, including document number, issuance date, and expiration date since 2001. This secure web display allows teachers and administrators to view the status of applications and provides public access to educators' credentials online. This was the first step in moving to the concept of having the credential holder or the employer use the web display to view or print the document.

Amendments to 5 California Code of Regulations §80001(e) adopted in November 2007 clarify that the Commission's online lookup is an official record for documents.

Source:

5 California Code of Regulations §80001(e)

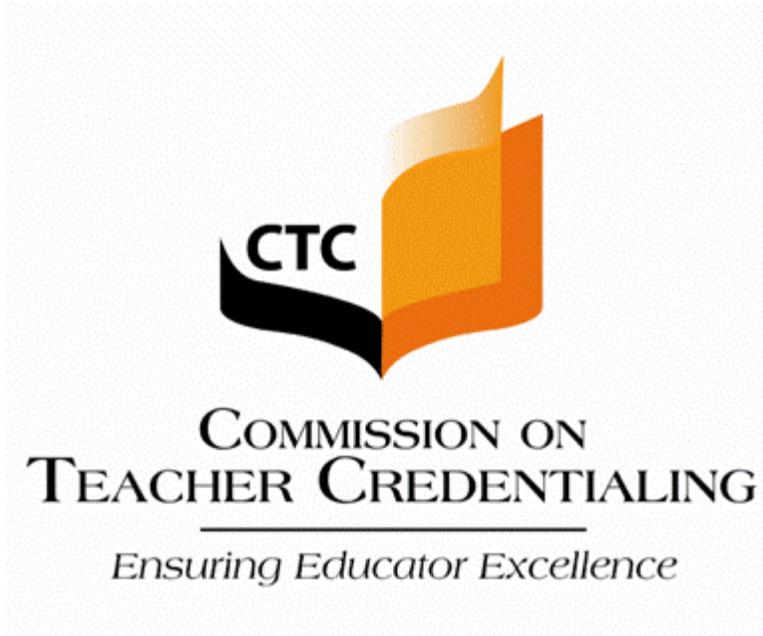
Resources:

Coded Correspondence 07-15: <http://www.ctc.ca.gov/notices/coded/0715/0715.pdf>

CTC lookup system: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

Contact Information:

Contact the Commission's Information Services Unit at (888) 921-2682 Monday through Friday between 1 pm and 4:45 pm or by email at credentials@ctc.ca.gov.



*By virtue of the authority vested in the Commission
on Teacher Credentialing in recognition of preparation to serve
in California public schools*

CLAIRE VAN ZLEER

is hereby awarded a

***Preliminary Designated Subjects Vocational Education
Teaching Credential: Full Time***

AUTHORIZED SUBJECT(S):

*Commercial Art, Computer Electronics, Computer Maintenance and Repair, Computer Systems
Operation*