

COMMISSION ON TEACHER CREDENTIALING

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: April 17, 2006 06-0005

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D
Executive Director

SUBJECT: Change in the Online Display of Granted and Mailed Certificate of Clearance Applications

On January 1, 2006, the Commission eliminated the issuance of paper copies of Certificate of Clearance documents as noted in Coded Correspondence 05-0019.

To facilitate this change, the Commission has made adjustments to its online "Status of Application" display for Certificates of Clearance. The Commission currently displays the Certificate of Clearance application for up to one year. The display states the date the application has been received by the Commission and the date it is granted and mailed. Since Certificates of Clearance are no longer printed, the display is confusing when it shows that a document has been mailed.

In order to correct the display, on Friday, April 14, 2006, when a Certificate of Clearance is issued by the Commission, it will be displayed online under "Credentials Held," however, the associated Certificate of Clearance application will no longer appear under "Status of Application(s)." This change should eliminate the confusion regarding the Certificates of Clearance no longer being printed and mailed.

For further questions regarding the Certificate of Clearance online display, please contact the Information Services Unit toll-free at 888 921-2682 between 1 p.m. and 4:45 p.m. weekdays or email at credentials@ctc.ca.gov.