



CODED CORRESPONDENCE

DATE: November 19, 2007	NUMBER: 07-15
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: Approval of Title 5 Regulations Pertaining to the Definitions and Terms (5 Cal Code of Regs §80001)	

Summary:

The amendments to 5 Cal Code of Regs §80001 pertaining to the Definitions and Terms have been approved by the Office of Administrative Law. The primary change to section 80001 clarifies that the Commission's online lookup is an official record for credentials in addition to the paper format of the document. Several outdated subsections of regulations were also revised. The text of the regulations is included in this correspondence.

Key Provisions:

As a result of changes made to the Commission's online access to credential information, the regulation clarifies that the official record of a credential includes either a paper or electronic format.

Background:

The initial phase of the Teacher Credentialing Service Improvement Project (TCSIP) was launched in October 2001, allowing teachers and administrators to view the status of applications online and provide public access to teachers' credentials online. This feature has proven to be very popular with several thousand hits per day on the website.

In February 2005, the Commission implemented the Credential Automation System Enterprise (CASE). This system replaced the prior database system and collects and stores all of the information related to the Commission's mandated credentialing functions. With the implementation of CASE, all credential and application history is stored in one database and can be viewed online via the secure lookup website. On the official documents is the information provided on the Commission's online lookup webpage. The online display includes the document number, issuance date, and the recommending institution as applicable.

The next technology efficiency is scheduled to take place in spring 2008 when the Commission will no longer print credential documents. The Commission will only post official information online and will no longer print nor provide a paper copy of the document. Credentials will be available only online to view. However, there will be an option to obtain a printable version of the document information if the individual's birth date and social security number are available.

Currently, search results on the Commission's online lookup are limited to credential records issued after 1989. If credentials were issued prior to 1989, they may not currently appear. Individuals may contact the Commission's Information Services Unit (see number in Contact Information below) if they fall in this category.

Local employing agencies must keep records of appropriate certification for all individuals serving in a position that requires certification. Education Code section 44430 requires individuals to register their documents with their employing agency. County offices receive a download of credential information from the Commission for applicants who have noted a county of employment on their application. For all other certificated staff, the employing agency must obtain verification of certification held by their employees. Using the online system instead of contacting the Commission by telephone or email will expedite the timeline for the employer to receive the appropriate information.

Important Dates:

Provisions related to this correspondence become effective the date of this correspondence.

Source:

5 Cal Code of Regs §80001

References:

Commission's online document lookup link: <http://www.ctc.ca.gov/lookup.html>

Contact Information:

Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by email at credentials@ctc.ca.gov.

CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION

§80001. Definitions and Terms.

For purposes of Division 8:

- (a) "Applicant" means any applicant for a credential issued by the Commission.
- (b) "Application for a credential" includes an application for a credential, an application for a renewal of a credential, an application to add new authorizations to an existing credential, or a request to take any special action in relation to the issuance of a credential.
- (c) "Chair" means the Chair of the Commission pursuant to Education Code Section 44218.
- (d) "Commission" means the Commission on Teacher Credentialing as established pursuant to Education Code Section 44210.
- (e) "Credential" means any credential, life diploma, permit, certificate, waiver, or document issued by, or under the jurisdiction of, the Commission which entitles the holder to perform services for which certification qualifications are required. The official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from the Commission's official website.
- (f) "Degree" means a baccalaureate or higher degree as specified in Education Code Section 44259(b)(1) earned through an approved college or university, regardless of its title, when the degree program contains no less subject matter preparation than a similar degree in a subject field other than professional education in the same institution.
- (g) "Denial" includes the denial of any portion of an application for a credential, even though the requested credential is issued or renewed.
- (h) "Executive Director" means the Executive Director to the Commission pursuant to Education Code Section 44220.
- (i) "Issuance" means the granting of a credential based upon the application for or renewal of that credential.
- (j) "Vice-Chair" means the Vice-Chair of the Commission.
- (k) "Professional" credential means a credential for which all statutory and regulatory requirements have been met, excluding credentials issued on partial, preliminary, or emergency bases. A "clear" credential means a professional credential as herein defined.



- (l) "Signature" or "signed" as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.
- (m) "Submitted" as used in this Chapter includes any documentation required by the Commission that is delivered in-person, via a delivery service or electronically.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44267.5, 44330, and 44332.5, Education Code.

