

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET
SACRAMENTO 95814

November 16, 1979

79-8028

TO: Deans, School of Education; Credential Personnel, California
Colleges and Universities

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Training for the Institutional Issuance of Credentials
Date: Wednesday, November 28, 1979

On November 28 the Commission for Teacher Preparation and Licensing is offering training sessions for credential personnel on the procedures for the institutional issuance of credentials. The purpose of the sessions is to train new credential personnel and to inform those trained last year of the recently adopted changes in procedures.

The training sessions will be held in the first floor auditorium (Room 102) of the Department of Consumer Affairs at 1020 N Street. The training session for multiple and single subject credential issuance will be held from 1:00 to 2:30 p.m. and the session for the issuance of all credentials will be from 3:00 to 4:30 p.m.

This training date was chosen as a convenience for those credential personnel and other interested people who plan to attend the annual fall conference sponsored by the Credential Counselors and Analysts of California which will be held at the Hotel El Rancho in West Sacramento on November 29 and 30.

The Commission staff welcomes all who wish to attend the training sessions. Please complete the attached form and mail it to the Commission office before November 23 to indicate which session(s) you plan to attend. The institutional issuance procedures manual is now being revised and will be available to participants of the training sessions. Those credential personnel whose institutions are currently issuing their own credentials but who are unable to attend the training sessions this year will have the updated manual sent to them.

Attach.

Credential Issuance Information and Authorization Sheet

Return Completed Form To: Attn: Dorothy A. Engelstad
Licensing Unit, Commission for Teacher
Preparation and Licensing
1020 "O" Street, Room 222
Sacramento, CA 95814

Institution Name _____

Contact person(s) responsible for document preparation, security, and control:

Name(s) _____

Mailing Address _____

Phone _____

People who will participate in the training session in Room 102 at the Department of
Consumer Affairs, 1020 N Street, on Wednesday, November 28:
Session 1 -- 1:00 to 2:30 - MS/SS credentials only
Session 2 -- 3:00 to 4:30 - All Credential Types

<u>NAME</u>	<u>SESSION</u>	<u>FIRST TRAINING OR REFRESHER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dean or Chairman, School of Education