

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET  
SACRAMENTO 95814

) 445-0184

80-8115

October 24, 1980

TO: All Individuals and Groups Interested in the Activities  
of the Commission for Teacher Preparation and Licensing

FROM: *John F. Brown*  
John F. Brown, Executive Secretary

SUBJECT: Proposed Title 5 Regulations - Service Fee

In accordance with Commission policy and administrative regulations, the above cited Title 5 Regulations are being distributed prior to public hearing. The public hearing to adopt the regulations for a Service Fee has been scheduled as follows:

Friday, January 9, 1981  
10:30 a.m.  
Harbor Island Travelodge  
1960 Harbor Island Drive  
San Diego, California

Each year a small number of individuals pay their credential and/or examination fees with personal checks which are later returned to the Commission as dishonored checks. An even smaller number of these individuals never clear this outstanding obligation, even though they are notified that their check has been dishonored.

In addition, each year a small number of individuals make the performance of extraordinary service necessary, through failure or negligence on their part in complying with requirements for submission of fingerprint cards, transcripts, or other documentation required to determine eligibility for a credential, certificate or permit. For example, multiple requests for the submission of missing or incomplete materials are sometimes necessary.

The Commission, in either situation described above, performs a necessary service for which it should be reimbursed. For this reason, these Title 5 Regulations, which provide for a service fee are being proposed.

Please feel free to duplicate and distribute these proposed Title 5 Regulations to anyone you believe might be interested in responding.

If you wish to make a presentation regarding the above to the Commission, please bring 30 copies of your material for distribution to the Commissioners and staff. If you can provide your statement to the Commission Office 15 days before the public hearing, sufficient copies of the material will be duplicated and distributed for Commission and staff use. We would also appreciate a call to the Commission Office if you plan to make a presentation in order to schedule sufficient time on the agenda for people who wish to address the Commission.

Proposed Title 5 Regulations:

80488. Service Fee. A service fee, not to exceed the fee for the issuance or renewal of a teaching or related credential as specified in Section 80487, shall be charged for reimbursement of actual costs incurred by the Commission in collecting dishonored checks or in performing other extraordinary service made necessary by the failure or negligence of an applicant in complying with requirements for submission of fingerprint cards, transcripts, or other documentation necessary to issuance of a credential, certificate or permit.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44234 and 44235, Education Code.

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OFFICE OF THE EXECUTIVE SECRETARY

RESPONSE TO ATTACHED TITLE 5 REGULATIONS

So that the Commission for Teacher Preparation and Licensing can more clearly estimate the general field response to the attached Title 5 Regulations which are coming up for Public Hearing, please return this response to the Commission's office at the above address by December 15, 1980 in order that the material can be presented at the January 1981 Commission meeting.

1.  Yes, I agree with the proposed Title 5 Regulations. Please count me in favor of these regulations.
2.  No, I do not agree with the proposed Title 5 Regulations for the following reasons: (If additional space is needed, use the reverse side of this sheet.)
3.  Personal opinion of the undersigned only
- Organizational opinion. (Please specify.) \_\_\_\_\_
4.  I shall be at the Public Hearing, place my name on the list for making a presentation to the Commission.
- No, I will not make a presentation to the Commission at the Public Hearing.

Date \_\_\_\_\_

(Print or type name)

Title: \_\_\_\_\_

Representing: \_\_\_\_\_

(CIRCLE ONE: School District, College, University, Professional Organization, Private Citizen, Other)

CTPL 7/30/80