

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET
SACRAMENTO 95814

EDMUND G. BROWN JR., Governor



(916) 445-0233

September 8, 1981

81-8207

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

FROM: John F. Brown, Executive Secretary

SUBJECT: Training for the Institutional Issuance of Credentials
Date: Wednesday, October 14, 1981

On October 14, 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 any 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 Mansion Inn on October 15 and 16.

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 October 1 to indicate which session(s) you plan to attend.

Attachment

Credential Issuance Information and Authorization Sheet

Return Completed Form to: Attn: Dorothy A Engelstad
Licensing Unit, Commission for
Teacher Preparation & 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, October 14.

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