

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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OFFICE OF THE EXECUTIVE SECRETARY

23 September 1981

81-8208

TO: Deans and Directors of Teacher Education
FROM: *John F. Brown*
John F. Brown, Executive Secretary
SUBJECT: Program Submissions

As we move into a new academic year, it seems appropriate to issue an up-to-date memorandum regarding the submission of professional preparation and waiver programs.

1. All programs, submitted to the Commission, should be submitted at least a semester in advance of when the institution expects to begin offering the program.

This requirement should preclude the possibility of either candidates or institutions being placed in a situation of being involved with a program which is not approved by the Commission.

2. Three copies of all programs should be submitted to the Commission in care of Dr. Robert Kane, Coordinator, Approved Programs.
3. Questions dealing with the development of either waiver or professional preparation should be directed to Mr. Anthony Salamanca, (916) 322-2638.
4. It can be expected that decisions as to approval, or disapproval, will be communicated to the institutions within 45 days.
5. Institutions are required to notify the Commission, at least 45 days prior to initiation, of programs being offered at off-campus locations.

It is also expected that the Commission will be notified within 45 days, after off-campus programs are terminated. This notification should include:

- a) numbers of candidates enrolled;
- b) number of candidates recommended for a credential;
- c) reasons for termination.

Information pertaining to off-campus programs should be sent to Dr. Kane.

6. I noted, in Coded Correspondence 80-8125, April 13, 1981, that the Commission had approved changes in the guidelines regulating the Bilingual-Crosscultural Emphasis and Specialist Credential programs, with these changes to be implemented in the Fall of 1982. To further clarify, new programs submitted during 1981-82, should address the changes noted, in order to qualify for approval.
7. SB 777 (Greene) has been signed by the Governor, and establishes June 30, 1982 as the final date candidates can complete administrative services programs and qualify for the present Ryan Act Administrative Services Credential. Any individual completing a program after June 30, 1982, must be recommended under terms of the new Two-Tier Administrative Services Credential.

The Commission will be sending you the specific requirements for obtaining approval of new administrative services programs. In the meantime, please inform all persons enrolled in your present program of the termination date for the existing program approvals, and the ramifications of this for them.

Should you have any questions to these changes, please contact Mr. Salamanca (916) 322-2638.