

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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OFFICE OF THE EXECUTIVE SECRETARY



81-8218

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

FROM: John F. Brown, Executive Secretary

SUBJECT: Application Fee Increase Effective December 1, 1981

This is a followup to my letter of November 17, 1981.

Effective December 1, 1981, the credential application fee was set at forty dollars (\$40) and the Certificate of Clearance application fee was set at twenty dollars (\$20). Applications with insufficient fee amounts received in the Commission office after that date will be returned to the sender for the additional fees. However, applications date stamped by the district, county or local education agency before December 1st will be processed with a thirty dollar (\$30) fee. The date stamp should be in the upper right-hand corner of the application and should contain both the name of the agency and the date. If the date is hand-written, the agency name should be written in and signed by the person accepting the application.

If an application was filed before December 1, 1981, but the applicant did not become eligible for the credential until after that date, the fee is forty dollars (\$40).

The fee for a duplicate document or for a replacement document because of a name change or correction will remain at fifteen dollars (\$15) until the adoption of new Title 5 regulations.

The examination processing fee will remain at thirty dollars (\$30).

HOW TO DETERMINE THE AMOUNT OF THE FEE:

\$30 Fee

Application filed* before 12-1-81
AND applicant eligible for the
credential before 12-1-81.

\$40 Fee

Application filed* on or after 12-1-81
OR applicant became eligible for the
credential on or after 12-1-81.

*The filing date is established by the earliest of the following dates:

1. The date the application is received in the Commission office, or
2. The postmark date of the application mailed to the Commission, or
3. The date of district, county or local education agency date stamp on upper right corner of the application.

Because of the uncertainty regarding the effective date of the application fee increase during the past month, applications that were in process in the colleges and universities prior to December but which were not submitted to the Commission until after that date will be accepted with a \$30 fee for a credential and \$15 for a Certificate of Clearance, if received by the Commission or postmarked before January 1, 1982. Several examples follow for purposes of clarification.

Example 1. The university accepted an application with a \$15 fee in November of 1981 from a candidate who wanted the Certificate of Clearance. Because of a backlog of work in the university's credentials office, the application was not submitted to the Commission office until after the fee increase effective December 1, 1981. This application will be accepted by the Commission with the \$15 fee until January 1, 1982 provided the university submits a cover letter stating that the application was in their office prior to the December 1 deadline.

Example 2. The college accepted an application with a \$30 fee in November from a candidate who completed all requirements for the Single Subject credential before December 1, 1981. Because of the time required to obtain transcripts, the application was not submitted to the Commission office until after the fee increase effective December 1, 1981. This application will be accepted by the Commission office with the \$30 fee until January 1, 1982, provided the college submits a cover letter stating that the application was in their office prior to the December 1 deadline.

Example 3. An institutional issuance credential was given an effective date after December 1, 1981 but was submitted to the Commission before that date. This application will be returned to the sender for the additional \$10 fee.