

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET
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December 29, 1982

82-8314

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

FROM: John F. Brown, Executive Secretary

SUBJECT: Proposed Title 5 Regulations: Official Transcripts

In accordance with Commission Policy and Administrative Regulations, the above cited Title 5 Regulations are being distributed prior to a public hearing. The public hearing to adopt regulations for Official Transcripts has been scheduled as follows:

Thursday, March 3, 1982
Capitol Plaza Holiday Inn
300 J Street
Sacramento, California 95814
2:15 p.m.

Background

The specific purpose for establishing this regulation is to avoid the possibility of an applicant obtaining a credential, certificate, or permit on the basis of information taken from an altered or fraudulent transcript. An official transcript, as defined in proposed section 80435(e), is one that bears the signature in ink of the registrar and/or the impressed seal of the institution. It is much more difficult to make undetectable alterations on an official transcript than it is to make them on photocopies and student copies of the same transcript. A secondary reason for establishing this regulation is to emphasize for our constituent agencies and to the public that the standards that have been established by law and regulation are to be strictly observed and that the Commission expects verification of meeting those standards, by means of official transcripts, to be accurate.

While considering and writing these regulations, the Commission contacted a number of people and groups for advice. The question of whether or not to request official transcripts was first put to the Certification Officers and Technicians in the Commission office who overwhelmingly supported the idea. It was then discussed with the 200 members of the Credential Counselors and Analysts of California organization at their annual conference in October, 1981; with the county personnel directors at their meeting in May, 1982; and with the 500 participants of the eight annual credential workshops held by the Commission office throughout the state in April and May, 1982. In addition, a questionnaire was sent to all colleges with Commission-approved programs, all county offices of education, and 318 district superintendents of schools. The results of these discussions and the responses to the questionnaire are reflected in the proposed regulation.

Proposed section 80435 clarifies the purpose of the regulation and sets an implementation date of July 1, 1983; establishes procedures for ensuring that the Commission or one of its constituent agencies will receive or review the official transcript; requires applicants applying directly to the Commission to submit official transcripts; and defines the term "official transcript".

Proposed Adoption

80435. OFFICIAL TRANSCRIPT.

- (a) For purposes of authenticity and legibility, official transcripts or verification-of-true-copy will be required with each application, for a credential, certificate or permit, submitted on and after July 1, 1983;
- (b) California colleges with approved programs, school districts, county offices, and other state agencies shall meet this requirement either by submitting official transcripts with the application or by verification of the copy as a true-copy of the official transcripts by one of the following means:
 - (1) a recommendation by the college for the credential;
 - (2) a statement submitted to the Commission, on a one-time basis, by the college, school district, county office or other state agency describing their internal procedure or policy verifying the authenticity of the transcript;
 - (3) a statement or stamp signed or initialed by the designated agency representative verifying each set of transcripts, that the copy is an authentic duplicate of the official transcript;
- (c) Applicants applying directly to the Commission, for a credential, certificate, or permit shall be required to submit official transcripts with the credential application;
- (d) Applications submitted with illegible transcripts, or submitted by colleges, school districts, county offices or other state agencies who have not met the requirements specified in Section (b) shall be returned to the sender for official transcripts;
- (e) An official transcript is defined as one that bears the signature in ink of the registrar and/or the impressed seal of the institution.

Note: Authority Cited: Section 44225, Education Code.
Reference: Section 44252, Education Code.

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SACRAMENTO, CALIFORNIA 95814



OFFICE OF THE EXECUTIVE SECRETARY

Section(s) 80435

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 Office at the above address by February 19, 1982 in order that the material can be presented at the March 3, 1982 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)