



CODED CORRESPONDENCE

DATE:

March 6, 2014

NUMBER:

14-03

TO:

All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM:

Mary Vixie Sandy, Ed.D.
Executive Director

SUBJECT: Credit Card Convenience Fee**Summary:**

On February 13, 2014, the Commission voted to increase the credit card convenience fee by \$.50 from \$2.00 per transaction to \$2.50 per transaction. The purpose of this Coded Correspondence is to provide an overview of how this change will be implemented.

Key Provisions:

For every online application, the Commission is charged a credit card transaction fee. In 2003, the Commission was charged \$2.00 for each credit transaction. The most recent contract, approved by the Commission in August 2011, requires the Commission to pay a \$2.50 processing fee for each credential application transaction, so the fee does not cover actual costs to the Commission. Increasing the convenience fee from \$2.00 to \$2.50 will allow the Commission to recover the actual cost of each credit card transaction.

On March 7, 2014 at 8 pm PST, an educator submitting an application using one of the Commission's online application processes will pay a \$2.50 convenience fee. This includes any application recommended by a program sponsor for which the fee portion of the process was not completed by the educator by March 7, 2014 at 8 pm PST.

Important Dates:

March 7, 2014 at 8 pm PST – Date the convenience fee will change to \$2.50

Background:

In June 2003, the Commission approved a \$2.00 convenience fee for online credential applications to recover the credit card transaction fee. This transaction fee, which is added to the credential fee, is imposed on all online applications. The Commission contracts with LexisNexis to host this online payment system, which includes online

renewal, approved program credential recommends, and any applications submitted online directly by an educator.

References:

Fee Information Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>

Contact Information:

Commission's Information Services Unit by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm or by email at: credentials@ctc.ca.gov.