



## Commission on Teacher Credentialing

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### Data Sharing Policy

The Commission on Teacher Credentialing maintains a range of data related to credential holders and educator preparation programs. Some of the data held at the Commission on Teacher Credentialing are defined as data available to the public and may be requested by submitting a data request. This document provides information regarding how to request public data and the conditions and procedures that govern requests for non-publicly available data.

To Request Data from the Commission on Teacher Credentialing

**Public Data:** Submit the [data request form](#)

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|---------------------|--------------------------------|
| 1. Educator Name    | 5. Restriction(s)              |
| 2. Credential Title | 6. Document Number             |
| 3. Subject(s)       | 7. Effective Dates             |
| 4. Authorizations   | 8. Last Known Business Address |

**Data that is Not Available to the Public:** The University of California and other nonprofit entities may request education-related data by completing the process described below:

1. Develop a research request and submit it to the Commission for review of the types of data that will be requested and the research question(s).
2. Complete the process defined in Civil Code § 1798.24 (t) (see attached code) and provide to the Commission staff the verification signed under penalty of perjury from the [Committee for the Protection of Human Subjects](#) (CPHS) for the [California Health and Human Services Agency](#) (CHHSA) that all the elements provided in Civil Code §1798.24(t) are met and all criteria satisfied.
3. Submit the research request and the signed verification from the CPHS to the Commission. After a review of applicable laws, the Commission will release the allowable data.

**\*\*All data requests for the above three steps may be sent to the Director of Administrative Services at [mperrault@ctc.ca.gov](mailto:mperrault@ctc.ca.gov).**

As specified under Article 6. Condition of Disclosure Section 1798.24 (t) in the Civil Code, the University of California, a nonprofit educational institution, or, in the case of education-related data, another nonprofit entity, conducting scientific research may provide a request for information to be approved by the Committee for the Protection of Human Subjects (CPHS) for the California Health and Human Services Agency (CHHSA) or an institutional review board. The approval required under this subdivision shall include a review and determination that all the following criteria have been satisfied:

- The researcher has provided a plan sufficient to protect personal information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect personal information from reasonable anticipated threats to the security or confidentiality of the information.
- The researcher has provided a sufficient plan to destroy or return all personal information as soon as it is no longer needed for the research project, unless the researcher has demonstrated an ongoing need for the personal information for the research project and has provided a long-term plan sufficient to protect the confidentiality of that information.
- The researcher has provided sufficient written assurances that the personal information will not be reused or disclosed to any other person or entity, or used in any manner, not approved in the research protocol, except as required by law or for authorized oversight of the research project.

The CPHS or institutional review board shall, at a minimum, accomplish all of the following as part of its review and approval of the research project for the purpose of protecting personal information held in agency databases:

- Determine whether the requested personal information is needed to conduct the research.
- Permit access to personal information only if it is needed for the research project.
- Permit access only to the minimum necessary personal information needed for the research project.
- Require the assignment of unique subject codes that are not derived from personal information in lieu of social security numbers if the research can still be conducted without social security numbers.
- If feasible, and if cost, time, and technical expertise permit, require the agency to conduct a portion of the data processing for the researcher to minimize the release of personal information.

Reasonable costs to the agency associated with the agency's process of protecting personal information under the conditions of CPHS approval may be billed to the researcher, including, but not limited to, the agency's costs for conducting a portion of the data processing for the researcher, removing personal information, encrypting or otherwise securing personal information, or assigning subject codes.

[Full Civil Code § 1798.24](#)