

CREDENTIAL INFORMATION ALERT

Date: September 1, 2005

Number: 05-08

Subject: Mandatory Electronic Submission of IHE Recommended Applications

Senate Bill 63 (Statutes of 2005, Chapter 73, Committee on Budget and Fiscal Review) amended Education Code Section 44227 (a) and (b). This amendment, effective July 19, 2005, requires that an institution of higher education, whose teacher education program has been approved by the Commission, to approve and electronically submit credential applications to the Commission, and requires the Commission to grant credentials to these applicants based upon that approval.

In response, the Commission has implemented a web-based portal for the purpose of accepting Commission approved IHE recommended applications. The intent of this alert is to provide IHEs with information regarding training, access, and timelines for transitioning from paper based to web based applications.

The online recommendation is a two-step process, the college or university enters the data necessary to recommend for a credential. Once that information is entered into the system an email is sent to the applicant requesting that he or she complete the credential application and pay the application fee by credit card. Once the applicant has completed that task, an email is sent to both the IHE and the applicant stating that he or she has been recommended for a credential. After the applicant completes the application, the file is downloaded to the Commission on a daily basis. The Commission will then process the data and grant a credential within one to two days of receipt. The credential will then be printed and mailed. We anticipate the complete process will take approximately 10 working days.

We expect all IHEs to be using the online system by the end of December 2005. The process requires that a student have an email address and a credit card. For those students who do not have a credit card or email address, IHEs will still need to submit those applications via mail.

The IHE online recommendation process will allow the Commission to grant credentials significantly faster than the paper based application process. Due to the short processing time, the Commission will no longer be able to accept course work "in progress". All IHE online recommendations must have met all requirements prior to recommendation. At this time the Commission is planning to no longer return credentials back to the recommending IHE; they will be mailed directly to the applicants. The IHE will receive a confirmation email from the Commission when the credential has been granted. Specific details about the process will be covered during training.

COMMISSION ON TEACHER CREDENTIALING

CERTIFICATION, ASSIGNMENT AND WAIVERS DIVISION

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Commission Approved IHEs

In accordance with Education Code Section 44227(a) and (b), the following IHEs with Commission approved teacher preparation programs will be required to submit their applications electronically.

California Teacher Preparation Institutions		
California State University CalState TEACH CSU, Bakersfield CSU, Channel Islands CSU, Chico CSU, Dominguez Hills CSU, Fresno CSU, Fullerton CSU, East Bay CSU, Humboldt CSU, Long Beach CSU, Los Angeles CSU, Monterey Bay CSU, Northridge CSPU, Pomona CSPU, San Luis Obispo CSU, Sacramento CSU, San Bernardino CSU, San Marcos CSU, Stanislaus San Diego State University San Francisco State University San Jose State University Sonoma State University	University of California UC, Berkeley UC, Davis UC, Irvine UC, Los Angeles UC, Riverside UC, San Diego UC, Santa Barbara UC, Santa Cruz	Private Universities Alliant International University Antioch University, Los Angeles Argosy University Azusa Pacific University Bethany College Biola University California Baptist University California Lutheran University Chapman University San Diego Christian College Claremont Graduate University Notre Dame de Namur University Concordia University Dominican College of San Rafael Fresno Pacific University Holy Names University Hope International University InterAmerican University John F. Kennedy University La Sierra University Loma Linda University Loyola Marymount University Mills College Mount Saint Mary's College National Hispanic University National University New College of California Nova Southeastern University Occidental College Pacific Oaks College Pacific Union College

		Patten University Pepperdine University Phillips Graduate Institute Point Loma Nazarene University Saint Mary's College of California Santa Clara University Simpson University Stanford University The Masters College Touro University University of La Verne University of Redlands University of Phoenix University of San Diego University of San Francisco University of Southern California University of the Pacific Vanguard University Western Governors University Westmont College Whittier College William Jessup University
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Creation of the IHE Portal

When designing a web site care must be taken to build a clear, concise, user-friendly site. To achieve this goal, the Commission incorporated much of the familiar paper-based recommendation form fields and codes such as recommendation type, authorization, and subject. The Commission also developed a step-by-step IHE Online Recommendation Training Manual complete with illustrations of the web pages.

IHE Training Process

Before training occurs, the Commission requires that each of the IHEs take the following steps:

1. IHE REPRESENTATIVE INFORMATION—IHE representatives must send an e-mail to the Commission at IHEonline@ctc.ca.gov no later than September 30, 2005. The e-mail must include all of the following information:

First Name:

Middle Name:

Last Name:

Name of IHE:

Email address:

Telephone Number:

2. TEST YOUR USERNAME AND PASSWORD—The Commission will send you a Username, Password, and the URL so that you can validate them prior to attending training. Please take time to review the screens and instructions prior to the training session. This link will take you to the instructions on how to use the online process. https://teachercred.ctc.ca.gov/cctc_phase3/instructions.jsp#begin_recommendation The section about professional and personal fitness questions applies to the applicant.
3. ATTEND A TELEPHONE CONFERENCE TRAINING SESSION—Initial training will be provided at the CCAC Fall Conference with specific training being provided by the Commission in a series of telephone conference training sessions. Each session will be able to accommodate up to 10 individuals. You must have access to the Internet at the time of the training. The following sessions are available:

Tuesday, October 18 9 am – 10 am, 10 am – 11:00 am, 11:00 am – 12 pm

Wednesday, October 19 9 am – 10 am, 10 am – 11:00 am, 11:00 am – 12 pm

Thursday, October 20 9 am – 10 am, 10 am – 11:00 am, 11:00 am – 12 pm

Please send an e-mail to IHEonline@ctc.ca.gov to reserve a time for the training.