

# CREDENTIAL INFORMATION ALERT

**Date:** February 3, 2006 **Number:** 06-01  
**Subject:** Clarification of Automated E-Mail Notification  
Pertaining to Granted and Mailed Documents.

Effective September 26, 2005, the Commission began notifying candidates by email when their applications are entered into the Commission's database and when the Commission has granted a credential. When applicable, copies of these e-mails are sent to the county offices of education and recommending agencies.

The Commission also sends two additional emails to credential candidates who have been recommended for a credential by a college or university through the IHE Online system. This CIA is to provide clarity to employing agencies and county offices of education, which email verifies the issuance of a credential.

The email that notifies the candidate of the receipt of an application and the two emails that are sent through the IHE Online system do not verify the issuance of a credential.

The email that is sent by the Commission when a document is issued verifies the issuance of a credential. A copy of the email is shown below. Also, a document will be displayed on the Commission's credential lookup system within 48 hours of the issuance of the email. Due to the short processing time, employing agencies and county offices of education can use this email for employment purposes in place of a college or university verification of completion form.

If you have questions pertaining to the email process, please contact the Commission's Information Services toll-free at 888 921-2682 between 1 pm and 4:45 pm weekdays.

email-msg-GML.txt

Dear ELIZABETH LISA CHANG

The California Commission on Teacher Credentialing on 09-16-2005 issued you the following document:

Emergency 30-Day Substitute Teaching Permit  
Document Number: 050146437  
Issuance Date: 01-OCT-05  
Expiration Date: 01-OCT-06

This document can be viewed on the following link in 48 hours:  
<https://teachercred.ctc.ca.gov/teachers/index.jsp>

Please do not respond to this email, it is for notification purposes only.

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**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**  
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