

CREDENTIAL INFORMATION ALERT

DATE: December 1, 2006

NUMBER: 06-14

SUBJECT: **Change in Processing Credential Applications**

Coded Correspondence 06-0012, distributed September 21, 2006, explained the Commission's current practice of allowing credential application fees to remain valid for one year and how this practice will be changed for applications received on or after 1/1/2007, for the purpose of aligning credential processing procedures with the Title 5 Regulations.

Title 5 §80487 states that an applicant must qualify for the credential being requested at the time the application is submitted. Application fees are deemed earned upon receipt and shall not be refunded even if the applicant does not qualify for the credential or subsequently finds a reportedly lost or destroyed document. This process does not include Certificates of Clearance or name change applications.

With implementation of this alignment on or after 1/1/2007, applicants shall receive **either**:

1. A credential, certificate or permit; or
2. An evaluation that details the requirements that have not been met for the requested document.

Applications received on or after 1/1/2007:

- Applicants will need to submit a new application processing fee(s) if requirements listed in the initial evaluation are completed after the original submission date.
- Applicants will not need to submit a new fee if he/she met all academic requirements for the credential at the time the application was originally submitted, and has the supporting documentation is submitted to the Commission within one year of the original submission date.
- ❖ ***Most importantly, if the applicant does not qualify for the document type originally requested, the fee cannot be used to apply for another credential type.***

Examples when No Additional Fee is needed:

- Lack of signature of applicant or on a letter
- Professional conduct questions not answered or letter of explanation for 'yes' answer not included
- Letter of experience (as long as experience was completed prior to the file or fee date)
- Transcript missing (as long as course work was completed prior to the file or fee date)
- Exam score (as long as exam was completed prior to the file or fee date)

Examples when a New Fee is needed:

- Letter of experience (completed after the file or fee date)
- Transcript missing (coursework completed after the file or fee date)
- Exam score (completed after the file or fee date)
- Foreign evaluation needed

Certification staff will continue to process applications with submission dates prior to 1/1/2007, under current application procedures.

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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