



## **CREDENTIAL INFORMATION ALERT**

<b>DATE:</b>	<b>March 01, 2007</b>	<b>NUMBER:</b>	<b>07-03</b>
<b>SUBJECT:</b>	<b>Deadline for Paper Application Submissions From Institutions of Higher Education</b>		

Senate Bill 63 amended Education Code Section 44227 (a) and (b). This amendment, effective July 19, 2005, required institutions of higher education (IHE), with Commission-approved teacher preparation programs, to electronically submit credential applications to the Commission. In response, the Commission implemented a web-based portal for the purpose of accepting Commission approved IHE recommended applications.

September 2006, marked the one year anniversary of the automated submission process for recommended applications. In anticipation of implementing a Virtual Credential Officer (VCO) for online recommendations and in fulfillment of Education Code Section 44227(a) and (b); beginning **April 1, 2007**, paper application submissions from IHEs will no longer be accepted. However; the Commission will continue to accept paper application submissions from IHEs for the following:

- Supplementary/Subject-Matter Authorizations – recommending schools and agencies who have not yet completed the Commission’s online training and approval process, must submit all supplementary and subject matter authorization applications via “paper.” These paper applications will be placed in the normal workload and shall be processed according to the timeline posted for the normal workload.
- Agriculture Variant
- English Learners (SB 1209/ SB 1292)
- Appeals

### **Contact Information:**

Commission’s Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

Reference: Coded Correspondence #06-0011: <http://www.ctc.ca.gov/notices/coded/060011/060011.pdf>