



Credential Information Alert

DATE: February 13, 2014	NUMBER: 14-05
SUBJECT: Prospective Substitute Permits	

Summary:

It has come to the Commission’s attention that clarification is needed regarding the 90 semester unit requirement to qualify for a Prospective Substitute Permit. This Credential Information Alert (CIA) addresses only the Prospective Substitute Permit and no other emergency permits.

Key Provisions:

The 90 semester units required for the Prospective Substitute Permit must be posted on the official transcript of a regionally accredited four-year California college or university and may include those transferred from other colleges or universities. This information was provided in CIA 08-16 which was distributed on October 2, 2008. A link to the CIA may be found in the References section. Clarification may be needed because of the manner in which the transferred units from another college or university are posted on official transcripts.

<i>ABC University:</i>	
<u>Prior Schools Attended</u>	<u>Credits Earned</u>
<i>HIJ University</i>	<i>36.00</i>
<i>EFG Community College</i>	<i>42.00</i>
<i>ABC University</i>	<u>Credits Earned</u>
<i>U.S. History</i>	<i>4.00</i>
<i>Biological Science</i>	<i>4.00</i>
<i>Algebra</i>	<i>4.00</i>
<i>Total Cumulative Credits</i>	<i>12.00</i>

In the example above, the Commission cannot verify that the 78 semester units transferred are bachelor’s degree applicable and accepted by ABC University since they are not included in the university cumulative total.



One requirement for the Prospective Substitute Permit is verification of current enrollment in a California regionally accredited four-year university. An enrollment statement from the college's or university's registrar may be accepted as verification for current enrollment.

If the official transcript does not provide a cumulative total of all coursework completed at other colleges and universities, an enrollment statement from the college or university's registrar may be accepted as verification for current enrollment. The enrollment statement must also include the name(s) of the college(s) or university(s), the number of accepted units transferred, and the total number of cumulative units completed from all colleges or universities. If this information is not provided in the enrollment statement, the Commission may accept a separate letter that verifies the required information on official letterhead from the college or university.

A link to the Prospective Substitute Permit Information leaflet may be found in the References section.

Important Dates:

This is effective the date of this Credential Information Alert.

Source:

Education Code section 44225(d) and (e)

Title 5 section 80025.2

References:

Credential Information Alert 08-16:

http://www.ctc.ca.gov/credentials/cig2/alerts/2008_alerts/0816.pdf

Prospective Substitute Permit Information Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl505d.pdf>

Contacts/Questions

Commission's Information Services Unit by telephone at 916-322-4974, Monday through Friday from 12:30 pm to 4:30 pm or by email at credentials@ctc.ca.gov.