



Credential Information Alert

DATE: June 13, 2014

NUMBER: 14-15

SUBJECT: Update CIG Contact Information

Summary:

The list of contact information provided by institutions to the Commission has not been updated for an extended period of time. At this time the Commission is asking for assistance to consolidate and bring this information up to date.

Key Provisions:

Contact information found in the Credential Information Guide (CIG) includes a list of personnel from institutions. This list is divided into two segments, one for contact information of credential analysts and one for persons authorized to sign verification of completion of credential requirements, such as subject matter equivalency letters, etc. The lists may be found using these links:

Contact Information: http://cig.ctc.ca.gov/cig/CIG_IHE_personnel/default.php

Authorized Signers: http://cig.ctc.ca.gov/cig/CIG_IHE_Authorization/IHE_authorization.php

The Commission is asking that each institution check their listing and provide the Commission with updated information, confirming who should be added or removed from their current list. Forms [CL-868](#) and [CL-869](#) in the CIG may be used for this purpose. These forms have recently been updated so please be sure to use the most current versions. The Commission would like to have this information available for the updates to be completed by **July 31, 2014**. Your assistance with this project is greatly appreciated.

Some of these persons were authorized to sign subject matter letters, but due to the length of time that has elapsed since a comprehensive update of these lists has been completed, some of those on the list are no longer in the credentialing field or have moved to an institution other than the one where they are listed. Additionally, there is some question as to whether letters signed by some of the persons listed would still be acceptable or reflect the current subject matter programs. The Commission is proposing that the names of persons listed as a signer for subject matter letters that date back more than five years be removed from the list and that anyone desiring to use a letter signed by one of these persons return to the program sponsor for an updated letter.



Please note that these lists are completely separate from the lists of Authorized Designees and Authorized Submitters used for the CTC Online recommendation process. All such changes needed for persons submitting recommendations through CTC Online should be recorded as directed in Credential Leaflet [CL-897](#) and sent by email to CTCOnline@ctc.ca.gov.

Background:

The Certification Division is the primary point of contact for providing credentialing information to the Commission's stakeholders and the public. Included in the CIG is contact information that can be used both by Commission staff and our partners in the field. To maintain good communication with all requires this information remains up to date and accurate.

References:

Change in Credential Analyst Form: <http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl868.pdf>

Change in Authorized Signatory Form: <http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl869.pdf>

Contact Information:

The most direct method to receive a response to specific questions is by email to the Commission's Information Services Section at credentials@ctc.ca.gov. Place key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff.

You may also contact the Commission by telephone at (916) 322-4974 Monday through Friday between 12:30 p.m. and 4:30 p.m. Pacific Time.



CHANGE IN CREDENTIAL ANALYST FORM

Complete the Add or Delete contact information below and either 1) fax to the Commission at (916) 322-0048, *Attn:* David Crable, or 2) scan and send via email to dcrable@ctc.ca.gov.

Date: _____

_____ Name of County or IHE

_____ Name of Individual Completing Form	_____ Title/Position
--	----------------------

_____ Email Address	_____ Telephone Number
---------------------	------------------------

Please make the following change(s) in the Credential Information Guide (CIG):

1. Add Delete

Effective Date: _____

Name: _____

Telephone Number: _____

E-Mail Address: _____

2. Add Delete

Effective Date: _____

Name: _____

Telephone Number: _____

E-Mail Address: _____

Enter new address here, if applicable:

NOTE: IF ADDING OR CHANGING AN AUTHORIZED DESIGNEE FOR CTC ONLINE, USE FORM [CL-896](#). IF ADDING OR CHANGING AN AUTHORIZED SUBMITTER FOR CTC ONLINE RECOMMENDATIONS, USE THE *ADD/REMOVE AUTHORIZED SUBMITTER FORM* [CL-897A](#).



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Telephone: (916) 322-4974
 Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

CHANGE IN AUTHORIZED SIGNATORY FORM

Complete the *Add* or *Delete* information below and either 1) fax to the Commission at (916) 322-0048 *Attn:* David Crable or 2) scan and send via email to dcrable@ctc.ca.gov.

Date: _____

_____ Name of IHE

_____ Name of Individual Completing Form Title/Position

_____ Email Address Telephone Number

Adding a New Authorized Signatory

The individual named below is authorized to sign the following documentation on behalf of our institution:

Subject Matter Equivalency Letters: Specify subject(s) _____

CL-469 Forms

Other: _____

Effective Date: _____

Name: _____

Signature: _____

Telephone Number: _____

E-Mail Address: _____

Deleting an Authorized Signatory

The individual named below is no longer authorized to sign on behalf of our institution. Please place an inactive date next to this person's name on the list of authorized signers in the CIG.

Effective Date: _____

Name: _____

NOTE: IF ADDING OR CHANGING AN AUTHORIZED DESIGNEE FOR CTC ONLINE, USE FORM [CL-896](#). IF ADDING OR CHANGING AN AUTHORIZED SUBMITTER FOR CTC ONLINE RECOMMENDATIONS, USE THE *ADD/REMOVE AUTHORIZED SUBMITTER* FORM [CL-897A](#).