



# Credential Information Alert

<b>DATE:</b>	<b>September 8, 2014</b>	<b>NUMBER:</b>	<b>14-19</b>
<b>SUBJECT:</b>	<b>CTC Online Updated to Include Submission of Adapted Physical Education Added Authorization</b>		

## Summary:

There are three Special Education Added Authorizations: 1) Adapted Physical Education (APE), 2) Early Childhood Special Education (ECSE), and 3) Resource Specialist (RSP). This Alert discusses a change in the availability of online recommendation submission for the Adapted Physical Education Added Authorization. This does not affect the Added Authorizations in Special Education (AASE) for Autism Spectrum Disorders, Other Health Impairment, etc.

## Key Provisions:

### *Application Processing*

The CTC Online recommendation portal has been updated with the information necessary for Commission-approved program sponsors to submit online recommendations for an Adapted Physical Education Added Authorization. Letters of Eligibility will no longer be issued.

Approved program sponsors need to review the *List of Appointing Authorities, Authorized Designees, and Authorized Submitters* (in the Credential Information Guide use the CTC Online link; link to specific page is in the References section) to verify that if their staff is authorized to submit recommendations. The 'Authorized Submitters' column will have a checkmark if an individual is approved. If the program sponsor's staff is not listed or is listed but the box for 'Authorized Submitter' is not checked, the program sponsor's Authorized Designee must submit a formal request to allow their staff to have the appropriate access. A link to Credential Leaflet CL-897 with instructions and including a link to the appropriate form for a formal request may be found in the References section.

To confirm the authorized submitter(s) have been linked appropriately to the APEAA program, send an email to [ctconline@ctc.ca.gov](mailto:ctconline@ctc.ca.gov).

Submitting online recommendations for three Special Education Added Authorizations will be the following:

- 1) Adapted Physical Education will be issued as a separate document (SA7);
- 2) Resource Specialist is issued as a separate document (SA1); and

- 3) the Commission will move from the Educator Authorization (C8) document to a separate Early Childhood Special Education in the near future.

**Source:**

Title 5 Sections 80046.1, 80048.5 and 80070.1-80070.6

**References:**

APE Added Authorization Information Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl623.pdf>

Documents Eligible for the Added Authorizations:

<http://www.ctc.ca.gov/credentials/CREDS/APE-ECSE-RSP-chart.pdf>

List of Commission-Approved APE Added Authorization Programs:

[http://cig.ctc.ca.gov/cig/CTC\\_apm/all.php](http://cig.ctc.ca.gov/cig/CTC_apm/all.php)

List of Appointing Authorities, Authorized Designees, and Authorized Submitters:

<http://www.ctc.ca.gov/credentials/cig2/files/ctc-online-contact-list-ext.pdf>

Credential Leaflet CL-897: *Add or Change Authorized Submitters* (instructions and form)

<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl897.pdf>

**Contact Information:**

The quickest and 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](mailto: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.