



Credential Information Alert

DATE: March 17, 2016

NUMBER: 16-01

SUBJECT: College and University Transcripts

Summary:

The purpose of this Credential Information Alert (CIA) is to clarify the types of college and university transcripts that are acceptable for certification purposes.

Key Provisions:

Title 5 of the California Code of Regulations §80435 defines an official transcript as one that bears the signature in ink of the registrar and/or the impressed seal of the institution. In addition, the regulation allows the Commission to accept photocopies of “official transcripts” when submitted on behalf of an applicant by an approved program sponsor or employing agency.

The following sections explain the type of transcripts that will be accepted as “official transcripts” depending on the type of application submitted (paper or online) or the purpose of the transcript.

Official Transcripts

Individuals applying directly to the Commission for a credential, permit, or authorization must provide original, official transcripts verifying degree conferral. Official transcripts must also be submitted whenever course work must be evaluated to establish an individual’s academic eligibility for a credential, permit, or authorization (i.e. added authorization, supplementary or subject matter authorization, Child Development Permit, Short-Term Staff Permit, Provisional Internship Permit, etc.). The transcripts do not have to remain sealed when submitted.

Employing agencies and program sponsors submitting paper applications on behalf of applicants may submit verified true copies of official transcripts. File dating an application form indicates that all photocopied documents included in the packet were copied by the employing agency or program sponsor from original documents. Photocopies of official transcripts submitted with a paper application that has been file dated by an employing agency or program sponsor are considered “verified true copies.”

Official transcripts (or verified true copies) are the preferred method for submitting transcripts.



Electronic Transcripts

The Commission will accept electronic versions of official transcripts when verification that the transcripts were submitted directly from the college or university to an employing agency or program sponsor is provided. Such verification is usually provided on the electronic transcript coversheet or each page of the transcript document.

Unofficial Transcripts

Unofficial transcripts will be accepted only for degree verification purposes when submitted by a Commission-approved program sponsor during the online recommendation process. The degree posted on the unofficial transcript must have been conferred by the college or university submitting the online recommendation. Official transcripts must be provided to verify a degree if conferred by an institution other than the college or university submitting the online recommendation.

Official transcripts (including verified true copies and electronic transcripts) will be required if an applicant's course work must be evaluated to establish academic eligibility for a credential or authorization that is not part of an approved program. Supplementary or subject matter authorizations and added authorizations issued pursuant to Title 5 CCR §80499 are not part of an approved program.

Photocopies of diplomas, Word documents, and Registrar letters are no longer acceptable for degree verification.

Background:

Title 5 of the CCR §80435 was added effective July 22, 1983 and no amendments have been made since that date. The Commission will propose amendments to the section to align with the policies outlined in this CIA.

Important Dates:

The changes in this CIA will be effective for all paper and electronic applications received at the Commission on or after **April 4, 2016**.

Source:

5 California Code of Regulations §80435

Contact Information:

Questions on this topic may be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.