Credential Information Alert

DATE:
October 02, 2019

NUMBER:
19-05

SUBJECT: IHE Submission of SAT and ACT Exam Scores

Summary:
Beginning on the effective the date of this alert, the Commission will accept SAT/ACT exam scores used for meeting the Basic Skills Requirement (BSR) from the electronic database of an institution of higher education submitting a credential recommendation to the Commission online.

Key Provisions:
During the admission process for a number of institutions of higher education (IHE), students will have their SAT/ACT scores sent to a college or university, which are received by the institution electronically. With more functions now being carried out through electronic processes, many students now face difficulty obtaining physical score reports directly from the testing agencies, being advised that the agencies will only send scores to third parties. In consideration of these circumstances, the Commission will now accept electronically transmitted scores of the SAT and ACT exams from IHEs in the form of a screenshot from the IHE database. This will now serve as a valid method for credential candidates to prove they have satisfied the BSR.

The IHE may submit this printed screenshot as a file attachment along with any other documentation required when submitting a recommendation for a credential using the CTC Online system. One goal of this action is to avoid unnecessary delays in granting a credential, waiting for an educator to secure a physical score report, which can be an impediment to an educator securing employment.

It is important that any IHE electing to submit examination scores to the Commission as a screenshot from their internal database first verify with the testing agency that they have the

authority to share educator examination scores with the Commission. Scores received in the manner described above shall be at the discretion of the IHE.

Important Dates:
This policy takes effect as of the date of this alert.

Background:
In 2009, the Commission agreed to accept proof of passing scores on the EPT/ELM examinations directly from institutions of higher education by having the institutions submit a screenshot from the university database for students seeking to provide proof of meeting the BSR. Since that time, more options have been added for credential candidates to meet the BSR, including attaining qualifying scores on the SAT or ACT exams. Effective immediately, the Commission will also accept scores on the SAT and ACT exams submitted by an institution of higher education as a screenshot from the university database as proof of satisfying the BSR.

References:
Credential Leaflet CL-667: *BASIC SKILLS REQUIREMENT*
http://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=42

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 – Friday 12:00 PM to 4:00 PM Pacific Time.