Credential Information Alert

DATE: July 30, 2020	**NUMBER:** 20-04

SUBJECT: Required Supporting Documentation Related to Executive Order N-66-20

Summary:
The purpose of this Credential Information Alert (CIA) is to clarify what type of supporting documentation is required with Single Subject, Multiple Subject, and Education Specialist Credential recommendations as a result of the flexibilities established in Executive Order N-66-20. The provisions outlined herein are effective beginning 8/1/2020.

Key Provisions:
Executive Order N-66-20 established the ability for Commission-approved preparation programs to submit online recommendations for Single Subject Teaching Credentials, Multiple Subject Teaching Credentials, and Education Specialist Instruction Credentials without passage of the Teaching performance Assessment (TPA), Administrator Performance Assessment (APA), and/or Reading Instruction Competence Assessment (RICA) requirements. Prior to the flexibility outlined in the Executive Order, recommending agencies were not required to submit verification of passage of these assessments, as it was presumed that the recommending institution had verified passage of such requirements. While the testing agencies that offer the assessments do transmit the scores to the Commission, there are a variety of factors which prevent accurate information related to passage of these assessments. This has led to confusion, delays, and rejected applications. Therefore, beginning 8/1/2020, recommending institutions are required to include verification of passage of the requisite assessment(s) with every recommendation. This change is necessary so that Certification staff can identify when an educator should be held for one of the assessments, or when a candidate has already completed these requirements.

Effective 8/1/2020, every online recommendation for one of the three documents mentioned must have verification of exam passage uploaded or the documents will be modified to include

the requirement(s). Passage of the TPA, APA and/or RICA, as appropriate for the document being recommended, can be verified in one of four ways:

- Official score report showing passage of the assessment(s).
- A screenshot of a college or universities' internal system/database showing passage of the assessment(s).
- An email verifying passage of the assessment(s) from the credential analyst who is submitting the online recommendation.
- A note on letterhead from the credential analyst verifying passage of the assessment(s).

Verification must be uploaded as an electronic file during the online recommendation process. As a reminder, files uploaded through CTC Online must be 10MB or smaller. Files can not be uploaded after the online recommendation is completed. Further information on attachments can be found in the CTC Online Submission Handbook located on the Credential Information Guide (CIG).

Note: Certain candidates were not required to pass the exam(s) if the individual participated in an early pilot group. In such cases, verification must still be uploaded as confirmation that the candidate should not be held for the assessment. Similarly, if an individual took an old exam such as the PACT in place of a current assessment, this too must be verified via one of the options previously mentioned. Failure to do so will lead to the potentially incorrect renewal requirements being listed on the educator's credential.

References:
CTC Online Submission Handbook (CIG password required)
   https://www.ctc.ca.gov/docs/default-source/cig2/manuals/ctc-online-submission-handbook.pdf?sfvrsn=74d84e5_2

Contact Information:
Questions concerning adding or modifying access to CTC Online should be directed to ctconline@ctc.ca.gov.

Credential questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.