



Credential Information Alert

DATE:

March 19, 2024

NUMBER:

24-02

SUBJECT: Changes to Official Electronic Transcript Submission**Summary:**

The purpose of this Credential Information Alert (CIA) is to announce that the Commission on Teacher Credentialing (Commission) will now accept official Electronic Transcripts (eTranscripts) directly from applicants.

Key Provisions:

The Commission will now accept electronic versions of official transcripts (e-transcripts) from a college, university, or credential management platform. Previously, the Commission exclusively accepted eTranscripts transmitted directly via credential management platforms like Parchment or eScrip Safe. Going forward, the Commission will also accept **official** eTranscripts submitted directly by applicants.

However, the submission of **unofficial** transcripts will still continue to be unacceptable. Scanned copies of paper transcripts or internet PDF printouts and student grade reports will not be reviewed or considered towards meeting credentialing requirements.

Submission Guidelines:

Colleges, universities, and credential management services provide verification that eTranscripts are official and submitted directly from the organization. Such verification is provided on the eTranscript. To submit official eTranscripts, applicants may either:

1. download their official eTranscripts and send them as an email attachment to etranscripts@ctc.ca.gov; or
2. place the etranscripts@ctc.ca.gov email address in the delivery destination field when requesting eTranscripts directly from a college or university, Parchment, or another transcript management service.

The Commission will continue to accept eTranscripts generated by Parchment. However, when placing an order for transcripts through this agency, the Commission on Teacher Credentialing will no longer be listed as a readily available option to select for transmission. Instead, applicants may use one of the options above to transmit their transcripts.

Important Dates:

The provisions outlined herein take effect on March 19, 2024.

Contact Information:

Questions regarding credential requirements can be directed to the Commission's Certification Division at Credentials@ctc.ca.gov.