



# Application to Request Withdrawal of Credential Program

The institution listed below hereby notifies the Commission (CTC) that it no longer plans to offer the program listed below and requests that this CTC-approved educator preparation program be withdrawn. Submission of this application indicates that the institution has read and understands the terms and procedures required for withdrawal status. Please review [Chapter 3](#) in the handbook. In addition, the institution understands that the withdrawal of a program formalizes that the program is no longer part of the institution's accredited program offerings. All withdrawn programs will not be eligible for re-approval by the Commission for one year after the effective withdrawal date. The institution understands that no additional recommendations may be submitted for the credential listed below by the institution listed below beyond the effective withdrawal date.

Institution:	Submission Date of Application ( <i>submission date is not the effective date</i> ):
<input type="text"/>	<input type="text"/>
Name of Approved Program:	Type of Credential:
<input type="text"/>	<input type="text"/>
Semester/Quarter/Term for Last Candidate(s) to be Admitted:	Requested Effective Date for Withdrawal Status <i>(See " Important Note" below)</i>
<input type="text"/>	<input type="text"/>
Number of Candidates Currently Enrolled as of Submission Date of Application:	Date/Anticipated Date of Completion for Last Candidate(s) Enrolled ( <i>occurs prior to withdrawal date</i> ):
<input type="text"/>	<input type="text"/>
Name of Unit Head	Title of Unit Head (Dean, Superintendent, etc.)
<input type="text"/>	<input type="text"/>

Is this the only remaining Commission approved program?  YES  NO  
If YES was selected, please initial below:

I understand that institutions that no longer have any active educator preparation programs leading to licensure that are approved by the Commission will no longer be a Commission-approved program sponsor. Annual accreditation fees will not be assessed and the institution will have no remaining Commission accreditation responsibilities. If the institution wishes to offer an educator preparation program in the future, it must first seek initial institutional approval from the Commission not less than two years from this date.

Signature

Date

Email the SIGNED form to: [accreditation@ctc.ca.gov](mailto:accreditation@ctc.ca.gov) or mail the SIGNED form to: Commission on Teacher Credentialing  
Attn: PSD: Withdrawal Request  
1900 Capitol Avenue, Sacramento, CA 95811

**Important Note:** The program will not be allowed to recommend candidates after the date of withdrawal. Effective date cannot be prior to the next [regularly scheduled Committee on Accreditation meeting](#). The institution must have made a reasonable effort to ensure that all candidates with program requirements outstanding have been notified and provided sufficient opportunity to complete the program in a reasonable timeframe. Applications with a requested effective date prior to the submission date will be returned.