PROGRAM SPONSOR ALERT

Date:	September 6, 2011	Number:	11-17

Subject: Credential Web Interface Project: Approved Institutions and the Appointing Authority for Credential Recommendations

Summary

With the implementation of the Commission's Credential Web Interface Project (CWIP), all institutions (colleges, universities, school districts, county offices of education, and other entities) will transition from the current online recommendation process to the new system between October 2011 and January 2012.   To transition to the improved online recommendation system, specific information will be needed from each approved institution.

Each institution approved to offer educator preparation programs in California must confirm its head of the education unit: usually the **Dean** for institutions of higher education and the **Superintendent** for a county office or school district. The unit head is the *Appointing Authority* and responsible for all approved educator preparation programs. The Professional Services Division maintains a database with the Dean/Superintendent for each approved institution. Each institution should check the *Approved Programs Contact Information* (see References) and provide updated information if needed. When there is a change in the unit head, this information must be updated in a timely manner (PSA 11-01).

The *Appointing Authority* will identify his or her designee(s) –*Authorized Designee(s)*–who will manage the online credential recommendation process for the institution. (See page 3 for a description of this individual's responsibilities).

The *Authorized Designee* is responsible for identifying and providing training to the individual(s) who will submit the online recommendations. In addition, the Authorized Designee will indicate which types of credentials each Authorized Submitter may process. Some institutions will have one individual make all the recommendations but other institutions may elect to have different individuals submit recommendations for only specified educator preparation programs. The Authorized Designee will monitor the credential recommendation process and retrieve, as needed, information specific to the institution's recommendations from

---

the CWIP system. Each Authorized Designee will need to complete an online training prior to receiving the CWIP login and password.

The *Authorized Submitter* will submit the online recommendations for individuals who have completed approved educator preparation programs (See page 3 for a description of responsibilities). Authorized Submitters will be able to recommend for the types of credentials identified by the institution's Authorized Designee. Each Authorized Submitter will need to complete an online training prior to receiving the CWIP login and password.

To be completed no later than <u>September 15, 2011</u>
At this time, each head of an institution approved to offer one or more educator preparation programs in California must complete a short electronic survey which will allow the institution to identify the Authorized Designee.   The link to the electronic survey was sent to each identified Dean/Superintendent on Tuesday, September 6, 2011.

Each institution may identify up to three Authorized Designees at this time. Additional Authorized Designees may be identified once the CWIP system has been fully implemented. Once the CWIP system is implemented, the process through which an approved institution submits a change of Authorized Designee will be shared with all institutions.

A separate process will be implemented for non-program applications, i.e. 30 Day Substitutes. This process will be provided to all entities later in September.   Training information for both approved programs and non-program applications will be provided later this month.

Background
The CWIP project will result in the decommissioning of the current contracted electronic online services and will transition hosting of the online system interface in-house. This will allow a unified system with data sharing and reuse of the Commission's existing Credentialing Automation System Enterprise (CASE) business logic and associated user features. Centralizing data in-house increases the Commission's efficiency to provide full functionality as the contractor had previously provided while also providing the public and stakeholders availability to up-to-the-minute official educator document data in real time. CWIP will be a user friendly web interface that is fully integrated into the Commission's existing enterprise-wide credentialing automation system, allowing direct control over changes, updates, enhancements, and security by the Commission. By enhancing this technology, the Commission will be able to provide the highest level of customer service to the public and stakeholders and provide an overall savings to the State in the long-term.

References

Approved Programs Contact web page:
https://info.ctc.ca.gov/fmi/xsl/ProgramSponsors/recordlist.xsl

PSA 11-01: Updating Contact Information: http://www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-01.pdf

Updates on CWIP will be posted on the Commission's webpage:
http://www.ctc.ca.gov/default.html

Questions related to CWIP: CTCOnline@ctc.ca.gov

Institutions offering Educator Preparation in California
Roles within CWIP

Role	Responsibility	Information Needed by the Commission	How information is Provided to CTC
Appointing Authority (AA)	- Must download information from CWIP, authentication will be required - Must identify one or more Authorized Designee(s) (AD) by submitting info to CTC through the electronic survey. **Must complete by September 14, 2011** (link to survey sent in an email directly to Deans/Superintendents on September 6, 2011) - Must maintain the list of Authorized Designee(s) by adding or deleting as needed by the institution - May serve as an Authorized Designee (AD) - May serve as an Authorized Submitter (AS)	Name (First Last) Email Phone number	CTC's Professional Services Division identifies. AA confirms through electronic survey
Authorized Designee (AD)	- Must complete a CTC on-line training course(s) to receive initial password and log in information. Must keep login and password secure. - May download and view information related to the institution's recommendations. - Must identify and assign roles to the institution's Authorized Submitter(s) - Must submit a list of Authorized Submitters (AS) and assigned role to the CTC - Must maintain the list of Authorized Submitters by submitting request to CTC to add or delete Authorized Submitter (AS). - Must train the Authorized Submitter (AS) on the online recommendation process using online training provided by CTC. - Must assist the Authorized Submitter (AS) when needed. - May serve as an Authorized Submitter (AS).	Name (First Last) Email Phone number Job Title Date of Birth	Appointing Authority provides information through an electronic survey
Authorized Submitter (AS)	- Must participate in a training provided by the Authorized Designee. - Must complete a CTC online training course (s) to receive initial password and login information. - Must verify knowledge through an online training provided by the CTC. - Must keep the login and password secure. - Must self-authenticate information and reauthorize every six months. - Submits online credential recommendations.	Name (First Last) Email Phone number Job Title Date of Birth	Authorized Designee provides through email to CTC (Form to be developed)