



PROGRAM SPONSOR ALERT

Date: December 6, 2012

Number: 12- 12

Subject: Education Specialist Level I “Lock List”

Summary

The program standards governing the preparation of individuals who teach students with identified special needs were recently updated by the Commission. Education Specialist Level I programs have transitioned to Education Specialist Preliminary programs. The last date an individual could begin an Education Specialist Level I program was September 30, 2011. All candidates should complete the Level I program by January 31, 2013. Candidates in Level I programs may transition to Education Specialist Preliminary programs.

Any candidate who will not complete a Level I program by January 31, 2013 must be placed on your institution’s *Lock List*. *Please note: Passage of RICA is a credential requirement, not a program requirement. Some candidates may complete the program but still need to pass RICA—these individuals do not need to be placed on the **Lock List**.*

Background

The Title 5 regulations require that all Education Specialist Level I candidates complete the Level I program by January 31, 2013. Each institution that offered an Education Specialist Level I program and has candidates who will not have completed the program by January 31, 2013, must submit an Initial **Lock List** by January 15, 2013.

The **Initial Lock List** must provide the following information for **each candidate who might not complete the Level I program by January 31, 2013:**

- Candidate Name
- Birthdate (MM/DD/YYYY)
- Last 4 digits of SSN
- Specific Level I program—MM, MS, ECSE, DHH, PI or VI
- Expected date of program completion
- If the expected completion date is after June 30, 2013—provide the following:
 - Reason the program will not be completed by June 30, 2013

- Verification that the institution has confirmed the circumstances for the delay of program completion, believes the individual will complete the program by the identified date, and supports the individual's request to complete the program

The *Finalized Lock List*

The *Finalized Lock List* is due on May 1, 2013. It should include an update on the progress of all candidates that were included on the *Initial Lock List* and whether each candidate has been recommended for the credential.

Recommendations for individuals on the *Lock List* will be submitted through CTC Online even though the submission will take place after January 31, 2013. The ability for an individual to be recommended for the Level I credential will not continue indefinitely. Individuals should be encouraged to complete the requirements, including RICA, and apply for the Level I credential. At some future date, undetermined at this time, no additional Level I credentials will be processed.

References

5 California Code of Regulations sections 80048.3, 80048.4, 80048.8, and 80048.8.1.

Preliminary and Clear Education Specialist Instruction Teaching Credential Information Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl808ca.pdf>

Commission Special Education Web Page:
<http://www.ctc.ca.gov/educator-prep/special-education.html>

Important Dates

<u>Date</u>	<u>What</u>
January 15, 2013	<i>Initial Lock List</i> is due to the Commission
January 31, 2013	All Level I candidates are supposed to complete the program
May 1, 2013	<i>Finalized Lock List</i> submitted to the Commission

Contact Information

If your institution has candidate who will not complete the Level program by January 31, 2013, please send your *Lock List* to

To: credentials@ctc.ca.gov

Subject Line: Lock List-Education Specialist Level I

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member's email address here: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.

