



PROGRAM SPONSOR ALERT

Date: January 17, 2014

Number: 14-02

Subject: Payment required within 90 Days of Recommendation

Summary

To ensure that the Commission can process online recommendations from program sponsors as well as approved authorized agencies for Emergency 30-Day Substitute Permits in a timely manner, educators recommended for these documents must complete the payment portion of the recommendation within 90 days. During the 90-day period, recommendations are viewable at: https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Educator+Login+View+Web for the educator to submit the payment.

If the payment is not submitted within the 90 days, the recommendation will be cancelled and the program sponsor, county office of education or school district will be required to complete a new online recommendation. The Commission will not send notification to the educator, authorized agency, or the program sponsor regarding the cancellation. This policy is effective the date of this PSA.

Key Provisions

The 90 day limit aligns with Title 5 section 80440 which requires applications to be received by the Commission within three months after the requested issuance date of the credential. Payments must be made within 90 days of the recommendation date because the issuance date on the document cannot be over 90 days beyond the date the recommendation was submitted.

The educator is provided the specific 90 day cutoff date in the email notification sent when a recommendation from the program sponsor is submitted to the Commission. In the example below, the language where the 90 day date is listed is highlighted in yellow. Note that in the example, January 21, 2014 is 90 days from the October 24, 2013 recommendation date.

This email has been sent from an automated system. PLEASE DO NOT REPLY.

Dear (Name of Educator),

You have been recommended for the following document.

Document: Single Subject Teaching Credential

Term: Preliminary

Issuance: 10/24/2013

Authorizations, if applicable, will be in the recommendation view once you enter the website

In order to complete the application process, you must take the following steps by 01/21/2014. If you do not complete these steps by 01/21/2014 your application will be cancelled:

1. Proceed to

https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Educator+Login+View+Web

2. When prompted, enter date of birth and social security number to prove identity

3. Complete the online application

4. Pay the document fee using Visa, or MasterCard debit or credit card

When completed, the application form and fee will be sent to the Commission on Teacher Credentialing, which reserves the final authority to grant or deny a document. This email does not verify academic or professional fitness eligibility for certification and should not be used as such for employment. You will be notified if you are required to take additional steps to verify professional fitness eligibility. The status of your application is available to you and your potential employer directly through the Commission's website at www.ctc.ca.gov. If you qualify for issuance of the document, you will receive a subsequent email Notification of Document Issuance. This email will contain a link where the online official record of your document may be viewed by you and your potential employer.

References

Education Code section 44320(d)

Title 5, California Code of Regulations, sections 80028, 80487, and 80001.

Contact Information

For questions concerning an educator's credential recommendation or application, contact the Commission's Information Services Unit at (916) 322-4974, Monday through Friday from 12:30 to 4:30 pm or by email at credentials@ctc.ca.gov.

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>.