



PROGRAM SPONSOR ALERT

Date: March 13, 2019

Number: 19-01

Subject: Impact of Document Issuance Date on Educator Preparation Programs' Number of Documents Issued in a Fiscal Year (July 1 to June 30)

Summary

This Program Sponsor Alert is to inform Commission-approved educator preparation programs of the impact of the document issuance date on information provided in the Commission's annual reports (e.g., the Teacher Supply Report) as well as on the Data Dashboards.

Background

Education Code §44225.6 requires the Commission to report to the Governor and the Legislature each year (by April 15) on the number of teachers who received credentials, certificates, permits and waivers to teach in California public schools. The annual Teacher Supply Report includes the type and number of documents initially issued authorizing service to teach in California public schools or schools under public contract for each fiscal year. The Commission's fiscal year for reporting purposes has always been July 1 to June 30 of each calendar year.

Impact of Document Issuance Date on 2017-18 Teacher Supply Report

The 2017-18 Teacher Supply Report will report the number of documents issued between July 1, 2017 and June 30, 2018. For the 2017-18 fiscal year, the document issuance date for some teacher preparation programs fell outside the Commission's annual reporting timeframe (July 1, 2017 to June 30, 2018). As a result, the number of new documents issued that will be reported in the 2017-18 Teacher Supply Report and on the Data Dashboards may not include every educator who completed a credential program during the 2017-18 fiscal year. This situation may have occurred primarily for teacher preparation programs that are on a quarter system.

Teacher preparation programs that recommended documents with issuance dates that fell within the Commission's reporting timeframe of July 1, 2017 to June 30, 2018 may not have been impacted by this issue. See the examples below:

If a teacher preparation program assigned a document issue date for the new document (multiple subject, single subject, or education specialist credential; intern or preliminary) as 6/28/2018, that document will be counted in the Fiscal Year 2017-18.

If a teacher preparation program assigned a document issue date for the new document (multiple subject, single subject, or education specialist credential; intern or preliminary) as 7/2/2018, that document will be counted in the Fiscal Year 2018-19.

To ensure that the Teacher Supply Report reflects the most accurate picture of California's teacher supply each year, recommending agencies should consider which fiscal year a credential recommendation will be counted in when selecting an issuance date. Whenever possible, the best practice is to submit the recommendations for a candidate in the same fiscal year that the candidate completed the program and all other requirements for the document requested.

Publication of the 2017-18 annual Teacher Supply Report

The 2017-18 Teacher Supply Report will be presented at the April 11-12, 2019 Commission meeting. The full report updated with the 2017-18 data will be published on the Commission's website and Data Dashboards two weeks prior to the April 2019 Commission meeting.

References

[Coded Correspondence 08-06](#): Approval of Amendments to Title 5 Regulations Pertaining to Date of Issuance of Credentials and Processing

Contact Information

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.