



Commission on Teacher Credentialing

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Office of the Executive Director

August 19, 2020

Dr. Denise Seabert, Dean
College of Health and Human Services
California State University, Fresno
2345 E. San Ramon M/S MH 26
Fresno, CA. 93740-8031

Dear Dr. Seabert:

I am pleased to inform you that on August 3, 2020 the Committee on Accreditation, on behalf of the Commission on Teacher Credentialing, granted initial accreditation to the following program of professional preparation submitted by California State University, Fresno:

Education Specialist- Deaf and Hard of Hearing (DHH) Intern

The newly approved programs are subject to the Commission's accreditation system for educator preparation. It is the Commission's expectation that the new program operate in a manner that is aligned with Commission standards at all times. Furthermore, it is expected that the institution will respond to all data requests and adhere to all accreditation requirements and timelines.

- 1. Recommending candidates for the credential/authorization.** Immediately upon a program's approval by the Committee on Accreditation, the institution must provide the necessary information to the Commission that will allow the CTC online system to process recommendations and grant credentials. This process must be completed for each program offered by an institution and is essential in order for the Commission's system to allow the granting of the credential or authorization. An Authorized Designee for your institution must complete and submit a new Add or Change Authorized Submitters form CL-897 available on the Credential Information Guide (CIG). This will ensure that those you have designated will be able to recommend for this authorization or credential. For questions, please contact: CTCOnline@ctc.ca.gov.
- 2. Updating contact information with the Commission.** It is the program sponsor's responsibility to ensure that all personnel changes are reflected accurately in the Commission's institution and program contact database. The Commission does not accept email notifications of changes to an institution's contacts. To update your institution's contact information as personnel changes take place, please see Program Sponsor Alert 15-04.

3. **Adhering with all required accreditation activities.** All approved programs are subject to the activities specified in the accreditation cycle and in accordance with the institution's designated color cohort. Questions may be directed to accreditation@ctc.ca.gov. Click on the link for information on the [accreditation schedule](#).
4. **Submitting annual data as a requirement of accreditation.** As part of the accreditation system all approved programs are required to report annual data in the Accreditation Data System (ADS). Information regarding the ADS can be found at the following link on the [ADS webpage](#). For questions, please contact Annualdatasystem@ctc.ca.gov.
5. **Accessing standardized examinations results for candidates (within Results Analyzer)**
For programs that need to access examination results and information from the Commission's examinations contractor the Evaluation Systems group of Pearson, Inc., please contact the exams unit within the Commission at exams@ctc.ca.gov and indicate the institution and the contact person/contact information at that institution who will serve as the institution's authorized single point of contact for candidate examinations data. The exams staff will work with Evaluation Systems (ES) to make the necessary arrangements and provide training for appropriate institutional personnel.
6. **Submitting data for Title II (Section 207) of the Higher Education Act.** Institutions that offer preliminary teaching credentials are subject to Title II reporting requirements. For more information on Title II reporting requirements please see the [Title II webpage](#).
7. **Annual Accreditation Fees** are assessed on July 1 each year. Fee invoices are emailed to institutions no later than August 1 and fees are due and payable September 1 each year. For more information about the fees, please see the [Program Sponsor Fees webpage](#).

Included with this letter is a list of essential resources institutional personnel may find helpful. Should you or your staff have any questions, you may address them to Cheryl Hickey, Administrator of Accreditation, at chickey@ctc.ca.gov.

Sincerely,



Mary Vixie Sandy, Ed. D.
Executive Director

Cc: Dr. Janice Smith-Warshaw, DHH Program Director

MVS/TC/CH/mb

Commission on Teacher Credentialing
Essential Resources for New Educator Preparation Credential Programs

Resource Title	Description	Links to Resources
Accreditation Handbook	Describes the processes and procedures of the Commission's accreditation system for all Commission approved educator preparation programs.	Accreditation Handbook
CTC Online Manual	Provides instruction to individuals authorized by institutions or agencies with Commission-approved education programs to assist in recommending and electronically submitting credential recommendations using the CTC Online system.	CTC Online System
Credential Information Guide (CIG)	The CIG is an online tool that has up-to-date information on application procedures and requirements for certification. This is the foundational resource guide for all credential analysts and programs approved by the Commission.	CIG Webpage Username: cig2011 Password: ctcguid
Professional Services Division contact information	A number of specific email addresses have been established to ensure a prompt response to questions from institutions that sponsor educator preparation programs. Several are listed here for convenience. See the Commission's website for a full list of topic specific email addresses.	PSD@ctc.ca.gov Accreditation@ctc.ca.gov Exams@ctc.ca.gov Induction@ctc.ca.gov
Program Sponsor Website	Information on a wide variety of topics for program sponsors including accreditation activity schedules, standards, examination information, guidance documents, and Program Sponsor Alerts (PSAs).	Program Sponsors Webpage
PSD Enews	Weekly email from the Professional Services Division to all interested parties that provides an update on Commission activities regarding examinations, standards development, deadlines and timelines for accreditation, grant funding opportunities, upcoming meetings and conferences, and many other topics related to educator preparation.	Subscribe to the PSD e-News
Certification Division contact information	Questions concerning credential status for individuals or questions about credential requirements.	credentials@ctc.ca.gov