



## Commission on Teacher Credentialing

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<https://www.ctc.ca.gov/>

Office of the Executive Director

August 15, 2024

Dr. Elizabeth C. Orozco Reilly, Dean  
School of Education  
California State University Channel Islands  
One University Drive  
Camarillo, CA 93012

Dear Dean Reilly:

I am pleased to inform you that on August 8, 2024 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 Channel Islands:

Pupil Personnel Services: School Counseling

The newly approved program is 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](mailto: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 20-01](#).

3. **Adhering to 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](mailto: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](mailto: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](mailto:exams@ctc.ca.gov) and indicate the institution and the contact person/contact information 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. Title II is a federal mandate that requires annual data reporting of certain data elements, including pass rate data for enrolled candidates and program completers. Provisionally approved institutions in Stage IV (starting to enroll candidates) of the Initial Institutional Approval process will start reporting for Title II for that academic year (September 1 to August 31). For questions, please contact [TitleII@ctc.ca.gov](mailto:TitleII@ctc.ca.gov). For more information on Title II reporting requirements please see the [Title II webpage](#).
7. **Annual Accreditation Fees.** This new program will be included in annual accreditation fees which are assessed on July 1 each year. Fee invoices are emailed to institutions in August and fees are due and payable September 1 each year. Although these fees had been waived for the past few years, these fees were reinstated in the 2022 State Budget Act. Information about fees is available on the following webpage: [Program Sponsor Fees webpage](#).
8. **Literacy Instruction Certification.** *(Note: only applies to PK-3, Multiple Subject and Education Specialist programs)* Education Code 44320.3(b) requires that the Commission review and certify all programs to ensure alignment with the requirements of SB 488 (Chapter 678, Statutes of 2021). All existing programs are currently in the process of revising their curriculum and submitting documentation to the Commission by October 4, 2024 in order to meet this statutory requirement. Newly approved programs are not exempt from this requirement. Because your program is new and not yet operational, and because your program has incorporated the new literacy instruction standard and TPEs into the program submission, your timeline for certification will be different. In the fall of 2024, Commission staff will contact your personnel to confirm when you began offering the program and when to submit the documentation for certification. All

programs must be certified by July 1, 2025. Please see [PSA 24-01](#) for the information you will be asked to submit.

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](mailto:chickey@ctc.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Mary Vixie Sandy". The signature is written in a cursive, flowing style.

Mary Vixie Sandy, Ed. D.  
Executive Director

cc: Lyzette Cornejo, Administrative Support Coordinator  
Dr. Charles Weis, Associate Professor and Chair of Educational Leadership and School Counseling and Psychology

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**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.	<a href="#">Accreditation Handbook</a>
Credential Information Guide (CIG)	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.	<a href="#">CIG Webpage</a> (Username: cig2011; Password: ctcguide)
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.	<a href="#">CTC Online System</a>
Add or Change Authorized Submitter (CL-897)	Online recommendations through the CTC Online system require granting specific access to the program sponsor analyst. <b>This access is not automatically granted when a new program is approved.</b> In order to submit recommendations for a newly approved credential, form CL-897 must be submitted to <a href="mailto:CTCOnline@ctc.ca.gov">CTCOnline@ctc.ca.gov</a> .	<a href="#">CL-897 form</a>
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.	<a href="mailto:PSD@ctc.ca.gov">PSD@ctc.ca.gov</a> <a href="mailto:Accreditation@ctc.ca.gov">Accreditation@ctc.ca.gov</a> <a href="mailto:Exams@ctc.ca.gov">Exams@ctc.ca.gov</a> <a href="mailto:Induction@ctc.ca.gov">Induction@ctc.ca.gov</a>
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).	<a href="#">Program Sponsors Webpage</a>

Resource Title	Description	Links to Resources
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 <a href="#">PSD e-News</a>
Certification Division contact information	Questions concerning credential status for individuals or questions about credential requirements.	<a href="mailto:credentials@ctc.ca.gov">credentials@ctc.ca.gov</a>