Transcript Evaluation Webinar

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Transcripts

A transcript is an official document that provides an inventory of courses and grades earned by a student throughout their academic career.

Official Transcripts are required for most documents issued by the Commission.

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Transcript Purposes

- Credential, Permit *OR* Waiver Applications – Any application submitted to CTC
- Substitute Teaching Permit for Prospective Teachers
  - Minimum of 90 semester units and verification of current enrollment
- Supplementary *OR* Subject Matter Authorization Requests
- Adding a Teaching or Content Area to a Single or Multiple Subject Credential via 80499 route
- Local Assignment Options aka LAO's such as Board Resolutions or Speech Pathologist – EC44831
- Salary Placement
- Verification of Child Development (CD)/Early Childhood Education (ECE) units for TK apportionment

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Official Transcripts

Musts:

- Printed on security paper or displaying an official seal from a regionally accredited college or university

OR

- Electronic transcripts emailed directly to the Credential/HR personnel from an acceptable digital credential service such as:
  - Parchment
  - escript-safe
  - TranscriptNetwork
  - National Student Clearinghouse

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Regional Accreditation

CTC will only accept course work and degrees completed at regionally accredited institutions.

- Middle States Commission on Higher Education http://www.msche.org/
- Northwest Commission on Colleges & Universities http://www.nwccu.org/
- Higher Learning Commission http://www.hlcommission.org/
- New England Commission of Higher Education http://www.neche.org/
- Southern Association of Colleges & Schools Commission on Colleges http://www.sacscoc.org/
- Western Association of Schools & Colleges http://www.wscuc.org/ or https://accjc.org/

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Unofficial Transcripts

- Copies of transcripts
- Grade Reports
- Transcripts that say **“unofficial”** on them
- Print out of courses from the student portal at the college/university

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Foreign Transcript Evaluations

- Individuals who have completed college or university work at an institution outside of the United States must obtain a complete evaluation of their foreign transcripts, degrees, and other documents prior to submitting them to CTC for review.
- Course work and degrees completed outside of the United States must be evaluated by a Commission approved Foreign Transcript Evaluation agency.
- Agencies require original, official documentation when requesting the evaluation and there is a fee for services.
- Educators should request a detailed course by course foreign transcript evaluation. The only exception to this is for those individuals applying for an Emergency 30-Day Substitute Permit, for which a ***general report*** is sufficient.

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CTC Coursework Standards

- Regionally accredited institution of higher education (IHE)
- Non-remedial
- Bachelor degree transferable
- Grace C- or higher
- Credit/No Credit *OR* Pass/No Pass

Excludes:

Continuing Education Units (CEUs), Seminars, and Professional Development Hours

Exceptions:

Child Development Permit courses need to be associate degree applicable

Basic Skills for Emergency Substitute Permit for Prospective Teachers:
Grades need to be B or better

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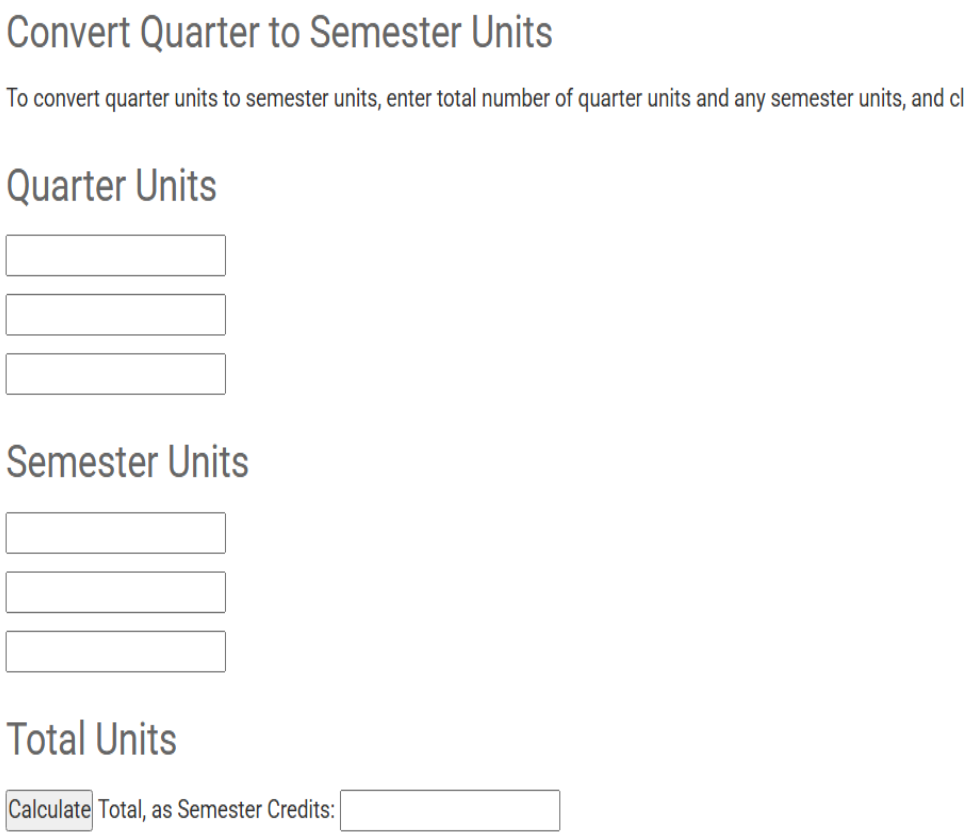
Units – Quarter vs Semester

- CTC will only count in semester units.
- Quarter units must be converted into semester units
  - 1 semester unit = 2/3 quarter unit
- Unit Calculator aka Conversion Tool can be found on CTC website under Tools and Resources/Tools/Unit Calculator



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Basic Skills Coursework Requirement

Verification of Basic Skills Requirement (41-BSR)

or

CL-130 Form

☐ **The applicant has completed the following coursework to meet the Basic Skills Requirement.**

Reading:		Course Grade:	
Writing:		Course Grade:	
Mathematics:		Course Grade:	

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Appropriate Degrees to Satisfy Subject Matter Competence

Acceptable Degree Majors Table

Degree majors in areas that are in the "*unacceptable column*" will NOT be honored but it's possible that some of the units may count towards a supplementary authorization or subject matter authorization.

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Transcript Evaluation Worksheets

Supplementary Authorization (CL-629 and CL-603)

- Supplementary Authorization Worksheet
- Supplementary Authorization Guideline Book

Subject Matter Authorization (CL-852)

- Subject Matter Authorization Worksheet
- Subject Matter Authorization Guideline Book

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Transcript Evaluation Worksheets for STSP and PIP

- Short Term Staff Permit – Multiple Subject Worksheet
- Short Term Staff Permit – Single Subject Worksheet
- Short Term Staff Permit – Education Specialist Worksheet
- Provisional Internship Permit – Multiple Subject
- Provisional Internship Permit – Single Subject
- Provisional Internship Permit – Education Specialist

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Transcript Evaluation Worksheets for Waivers

- Multiple Subject Waiver Evaluation Worksheet
- Single Subject Waiver Evaluation Worksheet
- Education Specialist Waiver Evaluation Worksheet

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Transcript Evaluation Worksheets for CD Permits

Child Development Worksheet

Early Childhood Education (ECE)/Child Development Coursework Evaluation

Course Titles	Course #	Sem. Units
CUR *Curriculum/Programs*		
CFC *Child Family & Community*		
CGD *Child Growth & Development*		
Total Semester Units		

ECE/CD Coursework Notes

All grades must be "C" or better (Pass and Credit is acceptable if units are earned)

Must be AA/BA degree applicable or non-remedial

Core coursework **must** meet the minimum unit requirement of 3 semester units (4 quarter units)

General Education

	Course #	Sem. Units
English		
Social Science		
Math or Science		
Humanities		
	Total Semester Units ≥ 16	

General Education Notes

*Bachelor's degree or higher **clears** general education requirement

All grades must be "C" or better (Pass, Credit and Satisfactory is acceptable if units are earned)

Must be AA/BA Degree applicable or non-remedial

Early Childhood Education (ECE)/Child Development (CD) Coursework Evaluation

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Questions ?

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Thank you for attending!

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