



Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 1-888-921-2682 Fax (916) 327-3166 www.ctc.ca.gov

Certification, Assignment and Waivers

Date

Applicant's Name

Address

City, State Zipcode

Dear {Insert Last Name}:

The Commission received your application on {Insert stamp date}. Due to technical issues with our computer system, we have been unable to grant the official document. The Commission has determined you are academically eligible for the document requested. Once the technical issues are resolved, you will be issued the following document which will display on our website and serve as the official record:

Type of Credential:

Subject(s):

Issue Date:

Expiration Date:

Until the official record displays on our website, employers may contact the Commission's Information Services Unit by email to credentials@ctc.ca.gov to confirm the validity of the information contained in this letter. Include in the Subject line the words "Verification of Eligibility Letter." We sincerely apologize for any inconvenience this may cause you.

Sincerely,

Susan F. Browning, Assistant Director
Certification, Assignment, and Waivers Division
Commission on Teacher Credentialing

SFB/xxx