TO: Financial Aid Administrators  
FROM: Catalina G. Mistler  
Chief, Program Administration & Services Division  
SUBJECT: Deadline for California License Exam Reporting Requirement  

This Special Alert from the California Student Aid Commission (Commission) serves as a reminder to institutions to submit information to the Commission on California license examination passage rates for graduates of specified certificate and undergraduate programs, including California teaching credential programs by the December 31, 2015 deadline. Noncompliance with this requirement may affect an institution’s status as a “qualifying” Cal Grant participating institution.

- As specified on page 19 of the 2012-16 Institutional Participation Agreement (IPA), under California Education Code Section 69432.7(l)(2)(A), institutions must provide an access point for prospective and current students to view the institution’s license examination passage rates.

- Passage rates that are provided must be for the most recent available year and for graduates of its undergraduate programs, leading to employment for which passage of a California licensing examination is required (if that data is electronically available through the website of the licensing agency).

- To comply with the law, institutions must submit at least one of the following to the Commission:
  
  ✓ An explanation in writing if your institution does not offer undergraduate programs leading to employment, for which passage of a state licensing examination is required.
  ✓ A link to your institution’s webpage containing the specified link(s).
  ✓ A copy of the published document(s) showing the access information to the appropriate California licensing or regulatory agency’s website(s).
  ✓ An explanation in writing if a qualifying institution offers a specified undergraduate program for which passage of a California licensing examination is required, but the data is not available through a California licensing or regulatory agency’s website.

- An institution that fails to submit the required information in a timely manner will be considered out of compliance with its IPA with the Commission.
For more information, a recorded, on-demand mini-training module is available on the Commission’s Training Page.

Please e-mail proof of compliance to csacipa@csac.ca.gov. If you have questions regarding this Special Alert, please direct them to csacipa@csac.ca.gov.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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