



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

**November 13, 2015**

**GSA 2015-47**

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](mailto:csacipa@csac.ca.gov). If you have questions regarding this Special Alert, please direct them to [csacipa@csac.ca.gov](mailto:csacipa@csac.ca.gov).

**Need to contact us?**

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

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