

**COMMISSION ON TEACHER  
CREDENTIALING**1900 Capitol Avenue  
Sacramento, California 95811-4213

February 1, 2008

**Sharing Credential Information Electronically**

Each week the Commission sends electronic credential document information that have been issued during the week to the county offices of education identified by the applicants as their counties of employment. The county offices generally use this information to update their records for assignment and payroll purposes. The authority for this sharing of credential information can be found in Education Code §44230.

The Commission either creates a pdf file that contains the documents that were processed for that week or, where the county office has a computer system designed to read and load electronic data from the Commission, sends the county an electronic file containing this credential information.

Electronic files are encrypted and placed on the Commission's FTP server. Counties have a password to access their FTP directory, and also have a password to decrypt their file. The Commission currently uses PGP encryption, and will create either Macintosh or Windows self-decrypting archives according to the county's preference.

Attached is

- a list of the data that the Commission includes in the electronic credential information file
- a data dictionary that defines each of the fields.

For more information about information discussed in this document, please contact the following individuals according to their assignment:

Assignment  
Codes used

Contact  
Nancy Passaretti, Consultant,  
Email: [npassaretti@ctc.ca.gov](mailto:npassaretti@ctc.ca.gov)  
Telephone: (916) 445-6816.

Technical Assistance:

CTC Help Desk  
Email: [hdesk@ctc.ca.gov](mailto:hdesk@ctc.ca.gov)  
Telephone: (916) 322-3544

Tables referenced by this document are on the public FTP site -- files with the suffix ".TXT" are the tables, files with the suffix ".xls" are the table layouts.

**Attachment 1: List of data in the Electronic Credential Information File**

**REVISIONS:**

Ver	Date	Author	Description
1.1	01/29/2008	RHowe	The following fields have been modified: AUTH-CODES occurs increased to 10 RENEW-CODES occurs increased to 10 TC-REQUIREMENTS increased to 12 The following fields have been added: SEID STAFF WAIVER-CONDITION

	<i>Current</i>	<i>New</i>
SSN	Alphanumeric 9	
NAME-LAST	Alphanumeric 26	
NAME-FIRST	Alphanumeric 20	
NAME-MIDDLE	Alphanumeric 26	
FORMER-NAMES	Alphanumeric 26	OCCURS 4 TIMES
STREET-1	Alphanumeric 26	
STREET-2	Alphanumeric 26	
CITY	Alphanumeric 20	
STATE	Alphanumeric 2	
ZIP1-5	Alphanumeric 5	
ZIP6-9	Alphanumeric 4	
PHONE-HOME	Alphanumeric 10	
PHONE-WORK	Alphanumeric 10	
DOCUMENT-NO	Alphanumeric 12	
CRED-TYPE	Alphanumeric 4	
ACTION-TYPE	Alphanumeric 2	
TERM	Alphanumeric 2	
BASIS	Alphanumeric 1	
CNTY-EMPLOYED	Alphanumeric 2	
AUTH-CODES	Alphanumeric 4	OCCURS 10 TIMES
RENEW-CODES	Alphanumeric 4	OCCURS 10 TIMES
GRADES	Alphanumeric 4	
SPECIAL-GRADES	Alphanumeric 4	
TC-REQUIREMENTS	Alphanumeric 12	
RESTRICTIONS		OCCURS 2 TIMES.
RESTR-CODE	Alphanumeric 1	
RESTR-CNTY	Alphanumeric 2	
RESTR-DISTR	Numeric 5	
RESTR-AGENCY	Alphanumeric 4	
DATE-OF-ISSUE	Numeric 6	
DATE-EXPIRE	Numeric 6	
DATE-ORIG-ISSUE	Numeric 6	
MAJORS		OCCURS 7 TIMES.
MAJ-CODE	Alphanumeric 4	
MAJ-TITLE	Alphanumeric 66	
MAJ-ADD-DATE	Numeric 4	
MINORS		OCCURS 7 TIMES.
MIN-CODE	Alphanumeric 4	
MIN-TITLE	Alphanumeric 66	
MIN-ADD-DATE	Numeric 4	
GRANT-DATE	Numeric 6	
RECOM-INST	Alphanumeric 5	
OLD-DOC-NO	Alphanumeric 12	
SEID	Alphanumeric 10	← NEW NEW NEW
STAFF-REC	Alphanumeric 24	
WAIVER-CONDITION	Alphanumeric 672	