



# SPECIAL ALERT

## Update from the California Student Aid Commission

**December 16, 2016**

**GSA 2016-41**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Chief, Program Administration & Services Division

SUBJECT: **New California License Examination Certification**

This Special Alert from the California Student Aid Commission (Commission) announces the new California license examination certification process. Institutions must certify to the Commission that they are in compliance for the 2016-17 academic year by the **January 31, 2017** deadline.

- To comply with the law, institutions must submit the California License Exam Certification to certify to the Commission that it is in compliance.
- An institution that fails to submit the required certification form in a timely manner will be considered out of compliance with its Institutional Participation Agreement (IPA) with the Commission.
- Noncompliance with this requirement may affect an institution's status as a "qualifying" Cal Grant participating institution and their ability to receive Cal Grant funds.
- Please e-mail the California License Exam Certification to [csacipa@csac.ca.gov](mailto:csacipa@csac.ca.gov).
- As specified on page 18 of the [2016-17 IPA](#) under California Education Code Section 69432.7(l)(2)(A), institutions must provide an access point for students to view the institution's license examination passage rates, including California teaching credential programs.
- 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*).

Please direct any questions regarding this Special Alert 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)

Enclosure: California License Exam Certification

***Working together to effectively promote education beyond high school!***