



State of California  
Commission on Teacher Credentialing

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## INSTITUTION'S EVALUATION FOR STAFF APPEAL (RGA-16)

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Individuals may be eligible to apply for an appeal to obtain their preliminary or clear credential based on provisions outlined in California Code of Regulations Title 5 §80523.2 when a formal recommendation from a Commission-approved program sponsor is not available. This is also known as an RGA-16 appeal.

In such cases, an applicant has completed the equivalent of an approved program but it is not within the institution or agency policy to recommend. Examples of valid reasons the approved program may have for not providing a formal recommendation are:

- 1) The applicant does not meet the residency or recency requirement(s) established by the program  
or
- 2) The applicant has not been formally enrolled in the preparation program, etc.

This appeal cannot be granted if any approved program requirement is lacking.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Type of Credential being considered for Appeal: \_\_\_\_\_

### Directions to the Applicant

To evaluate your application for an appeal, the Commission staff must know you have completed the equivalent of an approved program for the credential for which you are appealing. Take this form to a Commission-approved program sponsor for the type of credential you wish to obtain and ask them to complete the evaluation. If you have been enrolled in more than one approved program in California, please take this form to the program sponsor where you completed the majority of your credential requirements.

### Release Statement

I, the undersigned, authorize the release of the following information concerning my qualifications for the credential in question to the Commission on Teacher Credentialing for the purpose of my appeal evaluation and possible hearing only.

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Full Legal Signature

Date

## Approved Program Evaluation

Multiple/Single Subject Teaching Credential	Requirement Complete to Institution's Satisfaction	
Baccalaureate or Higher Degree	Yes	No
Basic Skills Requirement    Beginning 6/29/2024, BA or higher degree meets BSR.	Yes	No
Professional Preparation Program	Yes	No
Student Teaching Component	Yes	No
Subject Matter Equivalency Letter or Exam		
Name of Subject: _____	Yes	No
Developing English Language Skills, including Reading	Yes	No
Reading Instruction Competence Assessment (RICA) (Multiple Subject Teachers only)	Yes	No
U.S. Constitution	Yes	No
Health Education including CPR	Yes	No
Individuals with exceptional needs (Special Education)	Yes	No
Computer Education	Yes	No
General Education Clear Credential Program (formerly Fifth Year)	Yes	No

Education Specialist Instruction Credential	Requirement Complete to Institution's Satisfaction	
Baccalaureate or Higher Degree	Yes	No
Basic Skills Requirement	Yes	No
Professional Preparation Program	Yes	No
Student Teaching Component	Yes	No
Subject Matter Equivalency Letter or Exam (not required for ECSE)		
Name of Subject: _____	Yes	No
Developing English Language Skills, including Reading	Yes	No
Reading Instruction Competence Assessment (RICA) (not required for ECSE)	Yes	No
U.S. Constitution	Yes	No
Non-Special Education Pedagogy	Yes	No
Supervised field experience with non-special education students	Yes	No
Health Education including CPR	Yes	No
Computer Education	Yes	No

**All Other Types of Credentials (Administrative Services, Library Media Services, Pupil Personnel Services, School Nurse, and Clinical Rehabilitative Services)**

The above named applicant has completed all of this institution's approved program requirements for the credential being considered for appeal **except**

**For all credentials, the following information needs to be completed:**

If the program sponsor is unable to recommend for the credential, please explain why.

(Use a separate sheet of paper if necessary.)

**NOTE:** The final issuance date for an initial Ryan Preliminary Multiple or Single Subject Teaching Credential for California prepared teachers was January 1, 2012 and includes all routes by appeal. Individuals who did not obtain Ryan preliminary teaching credentials by January 1, 2012 must obtain an evaluation from a Commission-approved multiple or single subject teaching credential program to determine what requirements must be completed to qualify for a preliminary teaching credential under the current SB 2042 program standards and statute. See [Coded Correspondence 11-02](#).

The final issuance date for an initial clear Ryan Multiple or Single Subject Teaching Credential was January 1, 2018. Individuals who did not complete all program requirements by that date must qualify for the clear credential under the current SB 2042 program standards and statute. See [Coded Correspondence 17-06](#).

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*Name (print or type)*

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*Title*

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*Institution*

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*Authorized Signature*

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*Date*

*Reference: Title 5, California Code of Regulations, Section 80523.2*