



CHANGE IN AUTHORIZED SIGNATORY FOR DESIGNATED SUBJECTS PROGRAMS

Complete the *Add* or *Delete* information below. Scan and send via the [Contact Us Form](#).

Date: _____

Name of IHE

Name of Individual Completing Form

Title/Position

Email Address

Telephone Number

Adding a New Authorized Signatory

The individual named below is authorized to sign credential recommendation forms on behalf of our approved program(s) in the following areas:

Adult Education (AE)

Career Technical Education (CTE)

Special Subjects (SS)

Supervision and Coordination (S&C)

Effective Date: _____

Name: _____

Signature: _____

Telephone Number: _____

Email Address: _____

Deleting an Authorized Signatory

The individual named below is no longer authorized to sign on behalf of our program. Please place an inactive date next to this person's name on the list of authorized signers in the CIG.

Effective Date: _____

Name: _____

NOTE: IF ADDING OR CHANGING AN AUTHORIZED DESIGNEE FOR CTC ONLINE, USE FORM [CL-896](#). IF ADDING OR CHANGING AN AUTHORIZED SUBMITTER FOR CTC ONLINE RECOMMENDATIONS, USE THE *ADD/REMOVE AUTHORIZED SUBMITTER* FORM [CL-897](#).