Credential Counselors and Analysts of California (CCAC)

POLICIES

September 2026

Annual review approved by
CCAC Board of Directors
September 2026
DoubleTree Hotel
Sacramento, CA

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Policies of the Credential Counselors and Analysts of California

Credential Counselors and Analysts of California (CCAC) is a non-profit organization of credentialing personnel from universities, school districts, county offices of education, and charters in the state of California. The organization is dedicated to the dissemination of credential information and provides liaison services to agencies involved in the credentialing process for California school personnel.

This document is intended to inform members and officers of the policies adopted by the Board of Directors regarding CCAC's general operations. These policies may be modified when appropriate by a majority vote of the Board of Directors.

Membership

CCAC is an organization composed of individual members. The membership year for CCAC is January 1 to December 31. As established by the CCAC Bylaws, membership is available to individuals currently employed by appropriately accredited colleges, universities, county offices of education, school districts and charters whose official job responsibilities include providing teacher training programs, credential services and/or advice regarding credentialing to candidates for education-related credentials.

All persons who register for the annual conference are considered members for the following year as a benefit of registration. Persons who are not attending the conference may join the organization by submitting a membership application and paying the current membership fee established by the Board of Directors. The membership fee is not prorated, so all persons pay the same fee regardless of when they join during the year. Benefits of membership include the CCAC email listserv, eligibility to register for Regional workshops, and voting rights as set forth in the Bylaws.

Membership rights cannot be transferred from one member to another person, even if the original member has been replaced in a position or has otherwise left credentialing. An active member who transfers to a qualifying position with a new employer may contact the Vice President Membership to have their membership information updated.

Annual Membership Procedures

1. Membership is reconstituted annually, based upon the CCAC membership year (January 1 – December 31), and only current members are eligible to participate in the organization and receive the benefits of membership.
2. The membership application is located on the CCAC website. The application should include a clear statement that the information supplied on the application will be

used as the basis of the applicant's entry in the annual CCAC Membership Database with the option to be excluded from the Database, except for those purposes required under the Bylaws.

3. The Vice President Membership will email members a final reminder following each year's annual conference that membership for the coming year is renewed by attending the annual conference or by submitting an application and fee.

4. Following the conference each year, the Vice President Membership will work with the Conference Registrar to ensure that those who have applied independently for membership for the coming year are integrated into the Conference Registration database to produce a new membership list. The updated list will be made available to members on the CCAC website, and all members will be added to the listserv by the Web Administrator or Vice President Membership.

- This combined conference registration and application list is the official CCAC membership list.
- The prior year's list is archived and retained in the electronic files maintained by the Vice President Membership.
- The Conference Registrar and Vice President Membership ensure that the data collected in the conference registration process includes all needed data for the CCAC membership list.
- Members are added to the list throughout the year, as applications are received.
- Following each year's conference, the Membership Assistant will provide the Vice President Membership with the final Conference Registration list.
- Life Members should be included in each year's membership database.

5. CCAC Bylaws require that an elected member to either the Board of Directors or Advisory Committee be a current active member.

Life Membership Procedures:

To implement this option in a fair and consistent manner, Life Membership may only be granted to those who are no longer involved in credentialing. Individuals in the following categories receive automatic nominations for consideration by the Board of Directors, when it has been determined that the individual is no longer involved in the credentialing field:

a. Past-Presidents of CCAC
b. Former Executive Directors of the CTC

Other individuals may also be nominated for consideration for Life Membership, during the Board of Directors Meeting.. Eligibility for Life Membership status is not limited to retiring current CCAC members, but may also be considered for prior CCAC members, CTC staff, or other interested parties, who have made significant contributions to the success of the organization. Following nomination, Life Membership is awarded upon approval by a majority vote by the Board of Directors.

The benefits of Life Membership include the option to visit the annual conference without paying the registration fee. At the time of recognition, the individual will receive a certificate confirming Life Membership, prepared by the Vice-President Membership.

Board of Directors

The President will schedule at least two Board of Directors meetings each year. The location and date of the meetings are at the discretion of the President. It is recommended that the Board of Directors meetings be held in Sacramento and scheduled to coincide with the public meetings of the CTC. If the meeting scheduling permits, Board of Directors members are encouraged to attend associated CTC public meetings, both to increase the visibility of the organization and to be better informed on current credentialing issues. The Advisory Committee are welcome to attend these meetings and will have travel support in the same manner as the Board of Directors.

Meetings of the Board of Directors are open to all CCAC members.

The President shall explain the policy to visitors regarding participation in the meeting. After the agenda is approved, the Secretary will ask if any members attending other than the BOD and AC have a request to speak to an issue. Members desiring to speak to an issue on the approved agenda will be invited to the table at that point of discussion.

To increase communication within the organization, the time, date, and place of Board meetings will be announced on the CCAC website. The president shall inform the Web Administrator of Board of Directors' meetings for the ensuing year, and the Vice-President Programs shall inform the Web Administrator of conference committee meetings for the ensuing year. Members may bring items to the attention of the Board of Directors during the New Business section of the agenda.

In addition to the offices and duties as defined by the CCAC Bylaws, the President may assign the tasks such as historian, reservations manager, and other duties as needed to specific representatives. The Program Sponsor, IHE, County Office, and District representatives may each be assigned a group of members with whom they will liaison when input from the general membership is needed. If possible, County, District and IHE representatives will serve staggered terms.

While the Bylaws prohibit any limitation of service, the Board strongly recommends that no officer serve more than three consecutive years in any Board position. This voluntary limitation serves the best interests of CCAC not only by allowing as many members as possible to experience the professional growth benefits of service on the Board but also to prevent the loss of effectiveness that can come from extended service in a single office.

Past Presidents

The role of the Past Presidents should be advisory in nature and they may be asked to serve in an advisory capacity by the President to perform specific assignments. Every attempt should be made to share assignments among all active past presidents. The Immediate Past President is responsible for maintaining current policies and bylaws. In addition, serves as the Chair of the Elections committee and manages the annual election process. In the event the current president is unable to continue to serve in their role, the Immediate Past President will move into the role and serve the remainder of the term.

Minutes

Minutes are a permanent, formal record of all corporate actions. Minutes are maintained in an electronic repository and accessible on the CCAC website. Minutes should include the following:

- affirmation that proper notice was either given or appropriately waived;
- the date, time, and place of the meeting;
- the name of each director in attendance, and the name of each absent director;
- the names of any guests present at the request of the Board;
- the acknowledgment of the presence of a quorum for the transaction of business;
- approval of the minutes of the prior meeting;
- a brief narrative description of the course of the meeting, with decisions and actions taken by the Board or Committee in the form of resolutions clearly highlighted, including a record of how each director voted (or that the vote was unanimous), and the names of any directors who abstained from voting;
- attachments of any documents referred to in resolutions as approved or adopted;
- if the meeting is an annual meeting, a record of the election and term of office of any directors or officers of the corporation whose terms expire in that year;
- confirmation or arrangements for scheduling of the next meeting;
- adjournment.

Minutes are submitted by the Secretary for review to the Board for approval at its next meeting. After any amendments made at the subsequent meeting have been incorporated, the approved minutes are maintained in an electronic repository and posted on the website. The Board may also act by unanimous written consent in between scheduled meetings. This takes the form of an addendum setting forth the actions taken in between scheduled meetings.

Conference

The major activity of the organization is the annual conference. The organization's leadership is encouraged to have hotel or other contracts to operate the conference for at least three years in advance. The annual conference is offered in conjunction with the CTC and CDE. The Commission staff should be included in the planning of the conference to the greatest extent possible.

The Vice-President Programs is responsible for coordinating the conference and shall select others to assist in planning and operating the conference as outlined in the Bylaws. Within the limits of the annual conference budget appropriation and the specific parameters outlined in the Bylaws, the Vice-President Programs may incur all necessary conference expenses and may remunerate persons including the Conference Assistant as needed for the orderly operation of conference and the best interests of the organization.

Board of Directors and Advisory Committee members are de-facto members of the Conference Committee. The Vice-President Programs will be given sufficient time at Board of Directors meetings to address relevant conference matters. To reduce travel expenses, when possible, Conference Committee meetings will be timed to occur in conjunction with Board of Directors meetings, so that the travel expense is reduced. The expenses of committee members attending the Conference Committee meetings will be covered by CCAC.

Policy for Selection of Conference Committee Members

Purpose

The purpose of this policy is to establish clear criteria and procedures for the selection of members to the Conference Committee, ensuring alignment with CCAC's mission, representation standards, and governance structure.

Eligibility Criteria

Individuals considered for appointment to the Conference Committee must meet all of the following requirements:

1. **CCAC Membership**
    - Must be a current member

2. **Conference Participation**
    - Must have attended at least one CCAC conference within the past two (2) years.

3. **Volunteer Experience**
    - Must have volunteered at any level for the CCAC conference for a minimum of two (2) years.

4. **Prior Leadership Restrictions**
    - The appointment of the Conference Committee is intended to promote new leadership opportunities and broaden participation, but the BOD has the right to appoint former Board and/or Committee members at their discretion.

5. **Representation Limitations**
    - Individuals may not represent an organization that is already represented by either:
        - The CCAC Board, or
        - The CCAC Advisory Committee
    - This is to ensure broader and more diverse perspectives within the Conference Committee.

Composition

- Composition of the Committee consists of the Board of Directors, Advisory Committee, CTC and CDE representatives.

- The VP Conference/Chair may invite an additional **three (3) members** to join the committee based on recommendations by the Board and Advisory.

- Committee size may be adjusted at the discretion of the Board based on organizational needs.

Appointment Process

- All Conference Committee members shall be **appointed by the CCAC VP Conference/Chair**.
- The VP along with the President and Past President will:
    - Review eligible candidates based on the criteria outlined above
    - Consider diversity of perspectives, expertise, and organizational needs
    - Ensure compliance with all eligibility and representation requirements
    - Board will review potential candidates at the December meeting

Term of Service

- Members shall serve a one year term as determined by the Board, with the possibility of reappointment at the Board's discretion.

- Members join in-person meetings in February, June and September

Vacancies

- Should a vacancy occur, the Board may appoint a replacement who meets all eligibility criteria to serve the remainder of the term.

Review and Amendments

- This policy may be reviewed and amended by the CCAC Board as needed to reflect organizational changes or priorities.

The registration fee for the conference will be set by the Board of Directors on an annual basis. One of the benefits of conference registration is membership in CCAC for the following year. Payment for conference registration is by credit card only, no purchase orders will be accepted. CCAC will have a written policy regarding conference registration refund requests. Conference registration is complimentary to the Board of Directors, Advisory Committee, and the Conference Planning Committee members. CCAC will not be responsible for conference travel expenses.

Elections

The annual election of officers is guided by the CCAC bylaws. The Immediate Past President is chair of the Elections Committee and must choose an elections committee, and sets the timeline. Nominations for the Board of Directors should have prior service in CCAC in some capacity such as a board or committee position as well as a general understanding of the organization. Candidates serving in the Board of Director positions need prior experience to effectively serve the organization.

Qualifications for the various positions can be found on the job descriptions. If someone is nominated, but does not meet the experience requirements, the incoming president must approve the placement of the name on the ballot.

The Chair of the Elections Committee has the responsibility to notify the Board of Directors, Advisory Committee, and all members the results of the election. Notification must be completed prior to the annual conference. Notification can be done electronically.

A member who is elected to the Board of Directors, or Advisory Committee must be a current member in good standing. Membership can be renewed by attending the annual conference, or by completing a new membership application and submitting it with the current membership fee. Current membership is required for the year(s) they will be serving in an elected position. Nominations may be made by current CCAC members or self-nomination. The Elections Committee Chair is responsible for ensuring that all nominated individuals are current members of CCAC. If the candidate does not meet the membership qualification, that person is notified by the Elections Committee Chair.

If someone is elected but is unable to assume the role for any reason, the next runner-up must be notified by the end of the membership year. The results of the election are sent to the membership through the listserv and announced by the incoming President at the annual conference.

Liaison Activities

One of the purposes of CCAC is to represent the membership in the credentialing field.

Commission on Teacher Credentialing (CTC)

It is the intention of CCAC that an official representative of the organization be present at each Commission public meeting. The President, or designee, is the official spokesperson for CCAC. This policy in no way precludes individual members from going to the table to speak at Commission meetings in their private capacities.

The Board of Directors members will assist CTC in its efforts to disseminate credentialing information, training, and professional development to the field. One of the primary functions of CCAC is to serve as a liaison between the field and to work collaboratively with CTC.

Legislation and Policy

CCAC is a professional organization and does not have intent to shape legislative or educational policy. CCAC is not a lobbying organization and does not take an organizational position on pending legislation. (This policy in no way precludes individual members from acting in their private capacity to support advocacy efforts.)

It is appropriate for the organization to inform its members on the content of any pending bills or proposed regulations.

If the Board of Directors, after due deliberation, comes to believe that a particular piece of legislation is so significant to the field that action by the organization is called for, the Board of Directors may adopt a stance on the proposed legislation by majority vote. The vote would authorize the President to represent the organization's official position.

Organizations Related to Credentialing

The Board of Directors will budget each year an amount to join a professional membership or other bodies affiliated with credentialing. The President or assigned designee(s) will represent CCAC at events organized by relevant groups which share interests in credentialing matters. Examples include but are not limited to TAWS (Ted Andrews Winter Symposium), PASSCO (Personnel Administrative Services Steering Committee) , CCTE (California Council on Teacher Education, and NASDTEC (National Association of State Directors of Teacher Education and Certification). Additional organizations may be considered for approval by the Board. The Board of Directors will determine when it is appropriate for CCAC to support the attendance of additional Board of Directors and/or Advisory Committee members.

CCAC does not endorse privately owned and operated businesses.

Subsidized and Unsubsidized Positions

For positions which receive either subsidized travel and/or contracted compensation from CCAC funds, the Board wishes to note that the organization follows an equal opportunity practice and does not discriminate against any qualified applicant or officer based on race,

color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, physical or mental disability, or any other characteristic protected by local, state, or federal law.

All positions in the organization are filled in a manner which supports diversity within the organization. All openings will be advertised via the CCAC listserv and current job descriptions will be posted on the CCAC website. Elected positions will be filled according to the procedures described in the CCAC Bylaws and Policies.

In recognition of the significant commitments required for the Board of Director's service, annual stipends are available for each director, Conference Registrar and Web Administrator. Stipends are paid following the annual conference. Recipients may choose to decline stipends at their discretion. Those accepting the stipends are required to submit a W-9 and will receive a 1099.

Fiscal

CCAC Budget Guidelines

The purpose of this document is to serve as both a guide to and a definition of the budgetary policies and protocols established by the CCAC Board of Directors in 2005. By providing this guidance, it is hoped that the accounting practices followed by CCAC over time will remain as consistent as possible.

The CCAC fiscal year is January 1 to December 31. CCAC funds are derived from the membership and can be spent only under the authority of the Board of Directors following approval of a budget. The limit of expenditure for each budget line established by the Board in the budget cannot be exceeded by any director without prior approval by the Board. All contracts, consultant hires, non-travel expenditures above $1500, and travel expenses above $3000 must also be pre-approved by the Board prior to action being taken. Once approved by the Board, annual recurring expenses without increases may be paid routinely.

While the fiscal responsibility for the organization remains with the Board as a whole, individual directors may have direct responsibility for specific budget lines. Unless otherwise noted, the President has the responsibility for the budget line. It is the responsibility of the director in charge of the budget line to ensure that expenditures assigned are both appropriate and that they do not exceed the authorization.

Each expenditure must be assigned to the most appropriate budget category, and it is the responsibility of the Treasurer to accurately record all expenditures ensuring consistency. The limit assigned to each budget line is based upon the anticipated expenditures to be incurred to complete the activities funded under that line. If approved activities are shifted from one line to another or new activities initiated, then the budget must be modified. It is essential that the Board routinely be informed of updates.

At every Board Meeting, the Treasurer will provide a report for Board review outlining

expenditures since the last report.

Budget Categories and Guidelines

President

As the chief representative of CCAC, the president is expected to attend, or to appoint a designee to attend in their place, such events the President deems to be in the interests of the organization. Within the limits of the authorization, the President may determine how the funds are expended in the best interests of CCAC.

Activities may include, but are not limited to, CTC public meetings not coinciding with Board meetings, CCAC Regional Meetings, educational partner meetings sponsored by CTC, other relevant agencies, or credentialing events such as NASDTEC . These funds may not be used for the President's travel/per diem expenditures at the annual conference.

These funds may also be used to promote the interests of CCAC by providing promotional or acknowledgement awards, hospitality, or other recognition as appropriate including the funding of meals for the Board and Advisory Committee more than the per diem.

Travel, Hotel, per diem, registration
CTC educational partner meetings
CTC Meetings
Gifts (not including conference)
BOD/AC dinner over per diem
Other Credentialing events or activities

Conference

The Conference budget line is the responsibility of the Vice President Programs and the funds designated to support hosting the annual conference.

VP Travel Expenses

The VP Programs has the authority to travel in support of additional conference planning purposes when deemed necessary. This includes but is not limited to meeting with conference hotel management, or, to attend CTC public meetings not coinciding with Board meetings:

- Travel, Hotel, Per diem
- Other conference host hotel expenses must be contracted and approved by the Board. Recommended that three years of contracts be kept active with the host hotel.
- Space/room rental/equipment
- Food

Conference Overflow Hotel

No direct expenses, but liability incurred if block is not filled. Must be contracted and approved by the Board. Recommended that three years of contracts be kept active with the overflow hotel.

Conference Planning Meetings

Expenses for attendees will be coveredwho are not otherwise covered by attending a coinciding CCAC event, such as Board meeting.

Conference Committee

- Travel, hotel, per diem (except for those attending coinciding Board Meeting)
- Other conference related travel, hotel, per diem (as approved by VP Programs) such as subcommittee planning meetings.

Printing

Printing services must be contracted and approved by the Board, i.e., conference materials, handouts, signage etc.

Presenters

- Presenter fees/honorarium
- Presenter Travel, Hotel, Per diem/Other. Specific to outside presenters.

Supplies

- Computer supplies
- Office supplies
- Name tags

Promotional

- Gifts: committee recognition, hotel, etc.
- Conference giveaways, bags, etc.

Independent Contractors (requires W-9)

- Graphics
- Registrar
- Website Services
- Other, as necessary and approved by the Board

Directors

One of the goals of CCAC is to remain an influential and respected organization in the credentialing field. The Board will determine each year what organizational memberships, recognition activities etc. are appropriate to keep CCAC visible and viable. Activities include, but not limited to:

CTC Recognition (annual thank you gathering)
NASDTEC membership
CCTE
Attending NASDTEC Conference (President or designee(s))

Professional Growth

Recognizing that service on the Board or the Presidential Advisory Committee involves a significant level of uncompensated activities. CCAC recognizes and acknowledges that participation in activities that increase the competency of such individuals only increases their effectiveness to the organization. Members of both groups should have reasonably equal opportunities for professional growth made available to them.

The President, in consultation with both Vice Presidents, will consider long-term discerning and strong representatives whose attendance will most benefit the organization. Newer board of directors and advisory committee members should be sent with equal representation by an experienced board of directors and/or advisory committee member. Examples have included attendance at CCAC Regional meetings outside of the home regional area and NASDTEC conference.

Past Presidents

- Travel, Hotel, per diem to attend BOD/AC meeting(s)

Legal and Accounting

- Legal
- Accounting
- Insurance
- Bonding
- Official CCAC address and document storage

CCAC is required by law to have an official address and to preserve certain records for specific periods of time, often covering many years. For this reason, CCAC has rented a P.O. Box and has rented a small storage space in a public storage facility in Sacramento.

- Annual Storage Space Rental
- Supplies: storage boxes, file cabinets etc.
- Annual P.O. Box rental
- Mail received in the box is determined by the Secretary to whom the mail is to be forwarded. There is a small fee for each piece that is delivered beyond the p.o. box.

Website/Listserv Services

- Website costs and host fees
- Web Administrator

Elections

This budget line is under the control of the Past President.

- Travel, Hotel, Per diem for elections committee
- Special Election (could include mailing costs, etc.)

Membership

This budget line is under the control of the Vice President for Membership. The annual membership roster will be distributed electronically rather than by mail.

Secretary/Treasurer

Work in this area will be done electronically.

Supplies and Services

As deemed necessary with prior approval by the Board of Directors.

Equipment

- Computers / software
- Other

Bank Charges

Each year, the President in conjunction with the Board of Directors will establish a budget indicating estimated income and expenditures for the year. To ensure the long-term fiscal stability of the organization, the Board of Directors is encouraged to maintain an annual reserve at least equivalent to the annual conference budget. The Treasurer shall supply any Board member, upon request, with the CCAC accounting records.

CCAC maintains a checking and savings account. The President, Vice Presidents and Treasurer have access and signature authority for the CCAC bank account. The Board must be bonded appropriately.

As a non-profit organization, CCAC will not invest its funds in any income generating vehicles or enterprises.

While the President has oversight for the budget, the Vice-President Programs has authority over the Conference budget line. No officer is authorized to commit the organization to an expenditure more than their budget line without the approval of the President, endorsed by a vote of the Board of Directors at the next scheduled meeting or via email prior to the next meeting.

Board and Committee Members requiring compensation for expenses will submit electronic requests to the President and the VP Programs for approval. The Treasurer will provide the necessary electronic forms for reimbursement. Upon receipt of a request for reimbursement, the President, and the Vice President Programs each must respond to the request within ten (10) working days or de facto approval to the request is assumed, unless the officer has notified the membership of a vacation period. The treasurer will issue a check for the expenses following the approval of the President and VP Programs.

The Treasurer will submit reports as specified in the Treasurer's job description and the Bylaws at regular Board of Directors meetings and the annual meeting. During periods when there are more than two months between such meetings, the Treasurer will supply the President and VP Programs reports at least once every sixty (60) days.

The Board of Directors will meet annually to review the type of financial reports and record keeping required for the operation of the organization.

CCAC uses basic accounting software (i.e. Quickbooks), and incoming Treasurers should be familiar with basic accounting procedures.

CCAC contracts with bookkeeping and Tax professional services as a 3rd party oversight.

Expenses

Those who serve on the Board of Directors, the Conference Committee or other CCAC committees do so on a voluntary basis and are not compensated for their time. Legitimate expenses incurred on CCAC business will be compensated. CCAC only covers in-state travel expenses to attend Board of Directors/Advisory Committee and Conference Committee meetings. The Treasurer will inform members of the proper process for travel expense reimbursement. All members authorized to travel on CCAC business will adhere to the following guidelines:

Requests for reimbursement for travel or event related expenses should be submitted to the Treasurer by the Friday of the following week from the time the expense was incurred.

Food and other incidental expenses will be based on per diem rates as determined by the CCAC BOD using as guidelines the current IRS Per Diem Rates based on travel to Sacramento County, since that is where most CCAC travel takes place. Original receipts for food are not required, but any meals provided by CCAC during business meetings will not be included for reimbursement in an expense report.

When authorized by the Board, accommodation will be subsidized for members participating in an activity from the night before the activity occurs until the night before the activity ends. Members participating in the activity are expected to return home on the last day of that activity unless the event ends after the close of the business day.

Once events such as Board of Directors meetings have been scheduled, the President or a representative appointed by the Board of Directors will arrange for hotel meeting space and rooms for the entire group including the Advisory Committee. Blocked rooms will be direct billed to the organization.

It is the individual's responsibility to cancel a room reservation with the hotel and make the reservation cancellation number available to the President or Treasurer.

Local transportation to and from airports or meeting sites and/or parking will be

supported if receipts are provided. Car rentals must have the prior approval of the President. Those traveling by air are encouraged to book flights in a timely manner securing the lowest fare possible. Personal expenses incurred in flights are not covered. Should sickness or other urgent circumstances alter plans, non-refundable costs will be compensated. Whenever possible, flight credit should be applied to the next meeting and no later than one year of the original booking.

Informational Activities

The organization will maintain a website to promote its goals. Sufficient resources will be budgeted to support the site, including the purchase of appropriate hardware, software, and technical support. The website will also be used to post important organizational information, including the Bylaws, Policies, and meeting minutes. Associated with the website and supported by sufficient resources, will be a listserv or other appropriate communication system so members can exchange information with each other on matters of concern to the field.

Recognizing that CCAC is composed of professionals who work in various areas of credentialing, one goal of the organization is to promote communication and support between various constituencies. The activities sponsored or co-sponsored by CCAC will be open to all members of the organization. The leadership of the organization will work with the members and the Commission staff whenever it is appropriate to foster the development and sharing of best practices within the credentialing field.

CCAC takes the privacy and internet security of its members very seriously. The membership database is for the exclusive use of CCAC administration only and is not available for distribution. The database is used to provide access to listserv announcements for official CCAC messages and alerts including election notification. A membership list is posted to the CCAC website and is password protected and may be accessed by members only. Those needing information on credential personnel employed in the state may consult the CTC website or the websites of the individual education agencies for contact information.

Supplemental Support

Activities which are vital to the mission of CCAC and which require a consistently significant amount of time during the year, such as supporting the CCAC website, and the registrar for Conference cannot be supported on a voluntary basis. The President is authorized to appoint a member and provide a stipend approved by the Board.

Expense Report Limits

Original receipts for food are not required, but any meals provided by CCAC during business meetings will not be included for reimbursement in an expense report.

Per Diem: Rates are based on the current IRS year:
https://www.gsa.gov/travel/plan-a-trip/per-diem-rates

Based on first day of travel and last day of travel

Breakfast When travel begins before 7am or ends past 9am

Lunch When travel begins before 11am or ends past 1pm
Dinner When travel begins before 4pm or ends past 6pm
Incidentals Beginning second day of travel (tips etc.)

Mileage https://www.irs.gov/tax-professionals/standard-mileage-rates