1) **The application says a college must be able to transmit and receive the California Electronic Transcript Standard transcript. What is that?**
   a) eTranscript California has certain data elements within the electronic transcript that must be included by any transcript vendor working with a CCC to qualify for the mini-grant

2) **Why is the California Electronic Transcript Standard transcript required?**
   a) Purpose for the CCC Chancellor's Office requiring this standard is to facilitate a standard transcript data set between all California higher education institutions
   b) This provides information such as CSU GE, CSU IGETC, and UC IGETC completion by areas
   c) Provides transcript details for those CA districts that send multi-campus transcripts or District-wide Transcripts
   d) Provides for transcript details for CC students transferring to CSU with AA-T / AS-T
   e) All defined in a data dictionary providing the sender all the details needed for transmittal
   f) The recipient has all the information needed to import into their in-house systems

3) **How do I know if the transcript vendor supports the California Electronic Transcript Standard transcript?**
   a) The CCC Technology Center has facilitated communications with each of the transcript vendors doing business in California to convey the requirements
   b) CCC Technology Center has posted the requirements on the home page of the eTranscriptCA.org website
   c) eTranscript California helped define, develop and implement this standard
   d) Colleges should ask their selected vendor if they support the standard in order to qualify for the mini-grant
   e) Ask the vendor to provide you with either a letter or contract indicating they will support the CA transcript standard in order for your college to qualify for the mini-grant funds

4) **What transcript vendor should I use?**
   a) As long as the transcript vendor supports the above standard you can use any vendor you wish

5) **How do I implement the project?**
   a) If you're going to use eTranscript California then contact Lenny Robison, project manager for CCC technology center, to help you get started; lenny.robison@sbcglobal.net
   b) If you are using another transcript vendor then they will have a plan to get you going

6) **Which college applicants qualify for the mini-grant?**
   a) Any CCC that meets the requirements of the option selected on the application quality for the mini-grant

b) The electronic transcript function(s) being implemented must be new functionality for your college

7) How do I know if my application has been accepted for a mini-grant?
   a) If your college is applying to implement new electronic transcript function(s) for your campus then you are automatically accepted

8) What is the window of opportunity?
   a) Applications must be submitted by December 31, 2012
   b) Implementation must be completed by June 30, 2013

9) Can I get more than one mini-grant per district?
   a) Each college is the district can qualify for a mini-grant
   b) A single college can qualify for more than one mini-grant if they implement more than one 'option' identified on the application i.e. a college can sign-up and implement functions for option 1 Sending and Receiving electronic transcripts and also option 2 Integration with Campus Systems
   c) A district with three colleges could get three mini-grants per college if each college accomplished all three application options

10) When do I get my funds?
   Based on which option your college is implementing:
   a) Option 1 - One half payment upon college moving onto the Beta server in the eTranscript California system or in contracting with a similar third party vendor able to transmit and receive the California Electronic Transcript Standard transcript (aside from eTranscript California Colleges; the college or district will need to provide a letter from their transcript vendor showing the vendor supports the CA transcript standard or the college can provide a copy of the vendor contract stating the same)
   b) Option 2 - Full payment upon college sending notification via the eTranscript California listserv to other institutions in California that they are ready to receive and use transcripts sent to them and import these transcripts into their campus system (aside from eTranscript California Colleges; the college or district will need to provide a letter from their transcript vendor showing the vendor supports the CA transcript standard or the college can provide a copy of the vendor contract stating the same)
   c) Option 3 - Full payment upon college sending notification via the eTranscript California listserv to other institutions in California that they are ready to respond to electronic requests for transcripts (aside from eTranscript California Colleges; the college or district will need to provide a letter from their transcript vendor showing the vendor supports the CA transcript standard or the college can provide a copy of the vendor contract stating the same)

11) What is the requirement to show the project completed and confirm to other colleges that my college has completed the implementation?

   a) Option 1 Send and Receive Transcripts – The Admissions & Records Director, or similar administrator will send notification via the eTranscript California listserv to other institutions in California that they are ready to receive and use transcripts sent to them and send electronic transcripts to other institutions. The eTranscript California Steering committee will then monitor the colleges activity for one month and then determine a recommendation for payment of the mini grant based on satisfactory performance.

   b) Option 2 Integration with Campus Systems – The college will demonstrate the ability to import the California Electronic Transcript Standard electronic transcripts into a campus system such as an electronic education planner, degree audit, or student information system. The Admissions & Records Director, or similar administrator will send notification via the eTranscript California listserv to other institutions in California that they are ready to receive and use transcripts sent to them and import these transcripts into their campus system for the benefit of their students

   c) Option 3 Responding to Electronic Transcripts – The college will demonstrate the ability to respond to electronic requests and send the California Electronic Transcript Standard transcript. The Admissions & Records Director, or similar administrator will send notification via the eTranscript California listserv to other institutions in California that they are ready to respond to electronic requests for transcripts and also outline the specifics for responding to requests such as hold processing, fees, or other requirements for trading

12) Who do I contact to get my funds?

   a) Contact Lenny Robison, project manager for CCC technology center, at lenny.robison@sbcglobal.net. If your preferred transcript vendor is not eTranscript California then please include the information requested in #10 above

   b) Confirm your project has reached the necessary milestone for release of funds

   c) The CCC Technology Center will then authorize the release of funds to your college