



Online Services for Educators

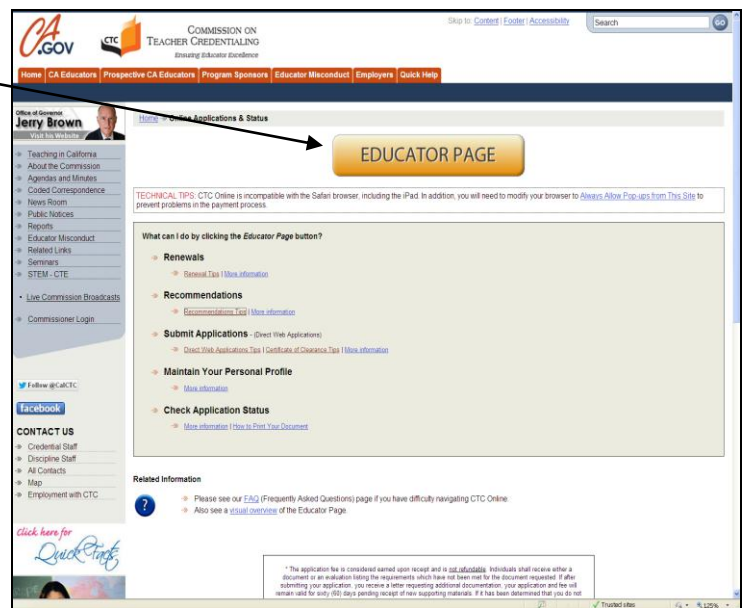
Quick tips-How to Complete Your Online Recommendation

Important: Before beginning the application process, be sure set your web browser to “Always accept pop-ups” from the Commission’s websites www.ctc.ca.gov and www.educator.ctc.ca.gov. Technical assistance may be found at <http://www.ctc.ca.gov/tech-help.html>

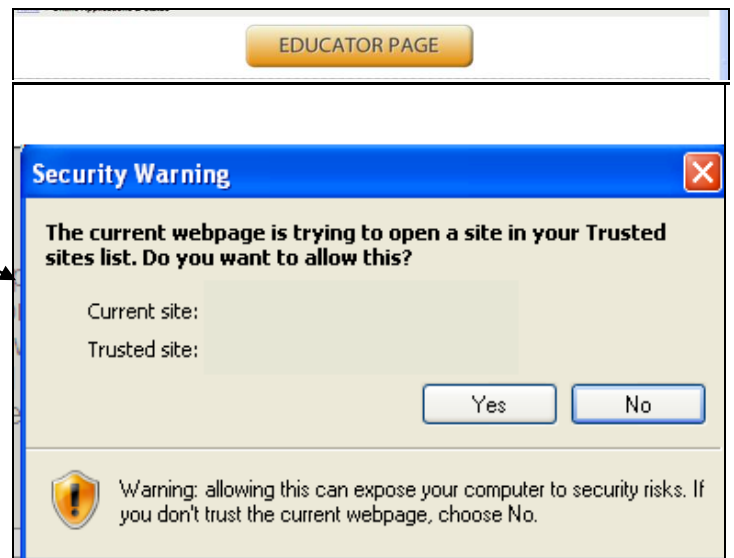
1. From our Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button



2. Select the **Educator Page** button.



3. You may receive a Security Warning. If so, follow the instructions to add our website to your list of Trusted Sites.



4. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.

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You are about to enter a secure area of this web site. Please enter your Social Security Number (SSN) and Date of Birth (DOB).

* Required Field

Social Security Number (#####-####):

Date of Birth (MM/DD/YYYY):

OK

Personal Information

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by email of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

You are required to provide a SSN or federal tax identification number on your application pursuant to 42 U.S.C. § 686 and California Family Code § 17520. If not furnished, your application may be denied, delayed, or returned for completion.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility. The information is necessary for the Commission to perform its duty under Education Code Sections 44330-44429, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion.

You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code Section 44330, the Commission may disclose to past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through these agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. You have a right to review personal information maintained on you by our agency unless access is exempted by law.

The Director of Certification, Management, and Inquiries Division, 1500 Capitol Avenue, Sacramento, California 95811, (916) 921-2682, is responsible for the maintenance of this information.

Notice to Applicants for Issuance or Renewal of Credentials

The Commission is prohibited from issuing to or renewing the credential of any person convicted of any sex offense listed under Education Code Section 44022, or any narcotic offense listed under Education Code Section 44013, or who has been determined to be a mentally disordered sex offender or that a person holds a credential and has been convicted of any offense listed in Education Code Section 44004, such credential must be revoked.

Authorization and Assignment

Trusted sites 100%

5. Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.

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Edit * Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

Last Name: CHIGLE Last Known County of Employment: Note: Please verify County of Employment is current

First Name: JACLYN Fingerprint Process Complete: Y

Middle Name: S

E-mail: jcredentals@ctc.ca.gov

Work Phone: (916) 921-2682

Home Phone:

New

Address Line 1: 1500 CAPITOL AVE State: CA

City: SACRAMENTO Province: CALIFORNIA

Zip Code: 95814

Back Next

Trusted sites 100%

6. Your personal Educator Page provides a view of your document history. Under the heading “**Recommends**,” click on the arrow in the left column to highlight the document your program sponsor or other agency has submitted

NOTE: If your recommending agency informed you that it has submitted an application for a document but it does not appear on this screen, contact them immediately for assistance.

DO NOT ATTEMPT TO COMPLETE A NEW WEB APPLICATION IN PLACE OF A RECOMMENDATION! These processes cannot be substituted and your recommended document cannot be issued using the Web Application process.

The screenshot shows the 'Educator Page' of the Commission on Teacher Credentialing. It displays a table of documents with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. Below the table is the 'Recommends' section, which includes a table for recommending documents to an authorized agency. The 'Recommends' table has columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. A dropdown arrow is visible next to the 'No' option in the 'Select' column.

7. Click the drop down box and select “Yes.”

This screenshot is similar to the one above but shows the 'Recommends' section with a dropdown menu open. The dropdown menu is positioned over the 'No' option in the 'Select' column, and the 'Yes' option is visible. The 'Recommends' table has columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. The 'Yes' option is highlighted in the dropdown menu.

8. Select "Complete" to continue the application process.

NOTE: Recommended documents will only appear for 90 days until purged by the system. If the recommendation application is not completed within this timeframe, the Authorized Agency must resubmit the application.

If you see an error on the recommendation submitted, enter a Return Reason and select the Return Application to Authorized Agency button. After a document is returned, it will no longer appear on this page until it is resubmitted by the Authorized Agency.

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Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
081210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
081200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
PSTCOTing	Multiple Subject Teaching Credential	Preliminary	Valid	10/19/2011	11/1/2016			
081200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

Recommendations

Complete Return Application to Authorized Agency Click the Document Title to view detailed information. Select "Yes" next to the Document Title and either "Complete" or "Return Application to Authorized Agency" with the Return Reason.

Select	Document Title	Term	Application Status	Issue Date	Return Reason
No	Multiple Subject Teaching Credential	Preliminary	Awaiting Payment	10/19/2011	
Yes	Multiple Subject Teaching Credential	Clear	Awaiting Payment	5/26/2012	Return Reason Here

Reviews

Review Select "Yes" next to the Document Title and click "Review"

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Click Here to Credential	Special Grade
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9. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

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6. Aside from information that may be shown below, are any criminal charges currently pending against you?

7. Aside from information that may be shown below, is any disciplinary action now pending against you in any school district or with any other school employer?

8. Aside from information that may be shown below, have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service for teaching:
 a. revoked
 b. and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause,
 in California or any other state or place?

9. Aside from information that may be shown below, have you ever had any professional or vocational (not teaching or educational) license:
 a. revoked
 b. and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause,
 in California or any other state or place?

10. Aside from information that may be shown below, have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, license, or other document authorizing public school service or teaching:
 a. denied
 b. and/or rejected for cause,
 in California or any other state or place?

If you will answer "Yes" to any question, you should first download the "Instructions for Completing Online Professional Fitness Questions" form.
 You will need your records to answer detailed questions and you must send your records to the Commission.

Warning: Failure to disclose any information requested is a falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.

If you have any questions, you can contact the Commission anytime by email CTC-APPQuestions@ctc.ca.gov or leave a voice mail message at 510-445-0243.

Do you understand:
 a. The Commission may reject your application if it is incomplete and;
 b. The Commission may deny your application or take disciplinary action against your credential if you do not disclose required information and;
 c. that you will later declare under penalty of perjury that the information you give is true and correct?

Select "yes" or "no" Yes No

Only "Yes" allows you to proceed.

Back Next

10. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#).

Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

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Date of Incident: Type: Date of Incident: Detailed Description: Action Taken:

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts.
Before you proceed to payment, you must certify (or declare) that all the foregoing statements in this application are true and correct.
To do this, you must:

- 1. Read the Oath and Affidavit section below.
- 2. Enter the City, County (if applicable), State, County.
- 3. Validate your agreement by selecting the box next to the Oath and Affidavit statement.
- 4. If an Online Direct Application Cover Sheet and checklist are required and not received within 30 calendar days, your application and fee will no longer be valid.

Click here to view the Online Direct Application checklist.

Oath and Affidavit

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

* = Required Field

Date: 10/24/2012

City:

County:

State/Province/Region:

Country:

I Agree: ☐

I understand fees are non-refundable and earned upon receipt.

Click here: ☐

Back Cancel Submit Payment

11. The display shows the document applied for and the amount to pay. Click the Continue button.

Online Payments - Lexipass Payment Solution

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Below is a confirmation of your order. Please review your order and select 'Continue' to proceed to the billing screen.

Product Name	Description	Amount Owed
Professional Fitness	Certificate of Clearance	\$29.50
	Total	\$29.50

LexisNexis

Continue

12. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

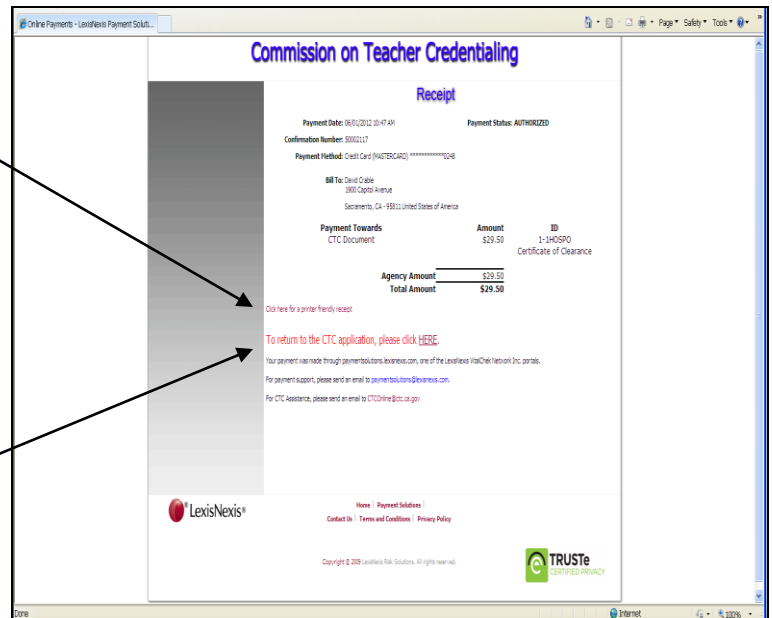
The screenshot shows a web browser window with the URL <https://demo.paymentolutions.lexisnexis.co...>. The page header features the CA.GOV logo and the text "COMMISSION ON TEACHER CREDENTIALING" and "Streamlining Educator Credentialing". A grey bar at the top displays "Total Amount: \$29.50". The main form is divided into two sections: "Billing Address" and "Payment Information". The "Billing Address" section includes fields for "Address Type" (with radio buttons for Domestic, Military, and International), "Cardholder First Name", "Cardholder Last Name", "Zip Code", "Address", "Address Continued", "City", "State" (a dropdown menu), "Email Address", and "Phone". The "Payment Information" section includes a "Payment Type" dropdown (set to "Credit Card"), "Card Number", and "Expiration Date". At the bottom of the form are two buttons: "Go Back" and "Continue". An arrow points from the instruction text to the "Continue" button.

13. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

NOTE: The application fee is considered earned upon receipt and is not refundable. (Reference: Title 5, California Code of Regulations, Section 80487)

This screenshot shows the same LexisNexis payment verification form as the previous one, but with sample data entered. The "Billing Address" section is populated with: Cardholder First Name: David, Cardholder Last Name: Cable, Zip Code: 95811, Address: 1900 Capitol Avenue, Address Continued: (blank), City: Sacramento, State: CA, Country: United States of America, Email Address: dc@demo.lexisnexis.com, and Phone: 012-345-6789. The "Payment Information" section shows: Card Number: 0000000000000000, Expiration Date: 01/2014, and a checkbox labeled "By checking this box, you are authorizing the payment of the bill amount." which is currently unchecked. The "Go Back" and "Complete Payment" buttons are at the bottom. An arrow points from the instruction text to the "Complete Payment" button.

14. Use the 1st link provided to obtain a printable receipt for your reference.



15. After printing your receipt, you can return to CTC Online with the link “To return to the CTC application, please click here.”

16. The final landing page provides directions back to the Educator page or to log out of CTC Online.

