Online Services for Educators
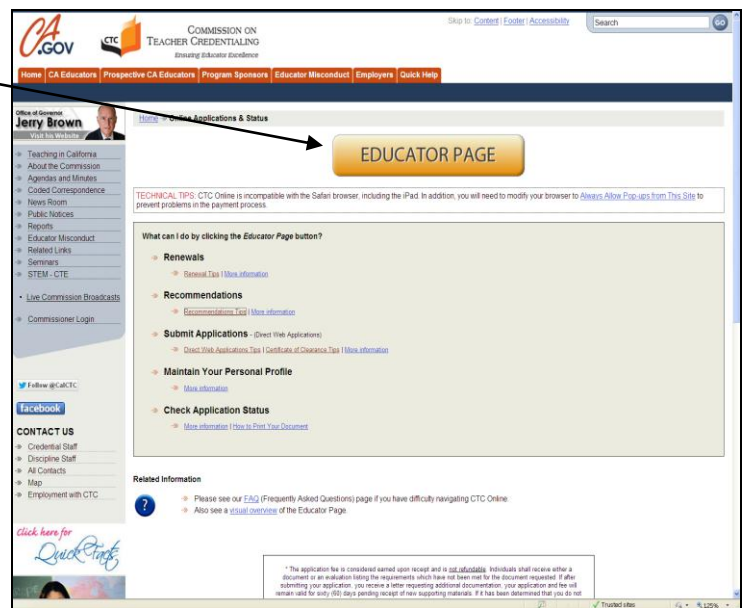
Quick tips-How to Complete Your Online Recommendation

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

SEARCH FOR AN EDUCATOR	ONLINE SERVICES FOR EDUCATORS	ONLINE SERVICES FOR AGENCIES	HOW TO BECOME A TEACHER	EDUCATOR MISCONDUCT

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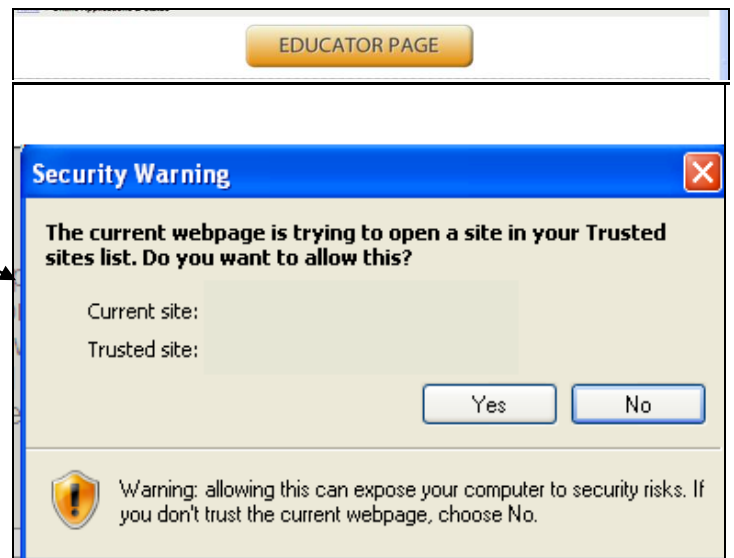
4. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.

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.

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.

7. Click the drop down box and select "Yes."

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.

Return Reason Here

9. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

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!**

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

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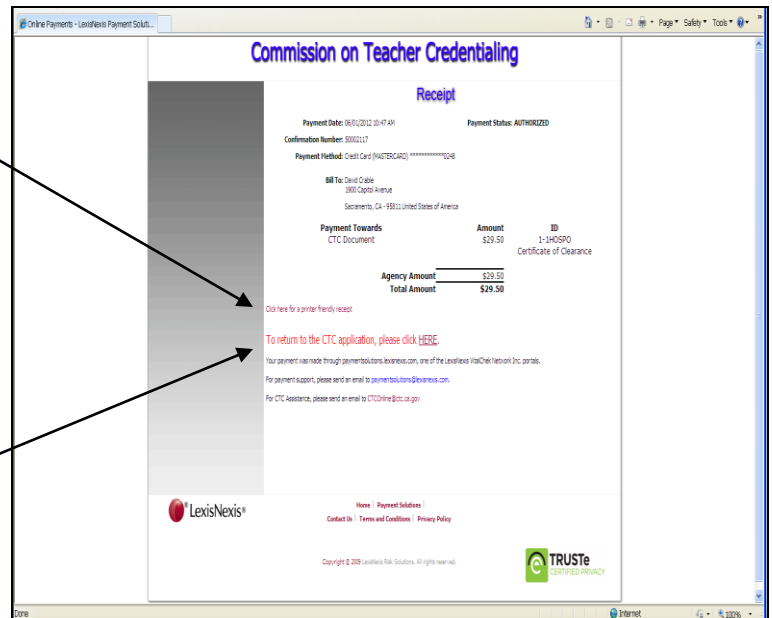
13. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

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

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.