



New Credential Analyst Guide

August 2015

The Commission on Teacher Credentialing

The Commission

The Commission's Mission

The Commission's mission is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

Overview

The Commission issues credentials and certificates that authorize individuals to provide various types of instruction and non-teaching services in the California public school system. This section provides information regarding the requirements and authorizations for California teaching and services credentials, for educators prepared in California, from states outside of California, and those prepared outside the United States.

Issuing credentials and permits for service in California's public schools is one of the three primary responsibilities of the Commission on Teacher Credentialing. (The other two are accrediting educator credential preparation programs and administering credential discipline.)

The total number of educators in California's public schools is over 300,000, according to recent reports. More than fifty credential, certificate, and permit types are available for issue by the Commission and about 220,000 new applications and renewals are processed each year (2013); approximately eighty-one percent of all applications are processed within ten days.

The California Commission on Teacher Credentialing consists of nineteen Members, fifteen voting Members and four ex-officio, non-voting Members, and consists of seven Divisions: Executive, Certification, Assignment & Waivers, Professional Services, Professional Practices, Governmental Relations, Administrative Services, and Enterprise Technology Services and Support.

History

The California Commission on Teacher Credentialing (CTC or the Commission) is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous state standards boards in the nation.

Certification Division

The Certification Division (CERT)

The Certification Division is responsible for receiving, evaluating and processing applications for credentials, permits, certificates and waivers (the “documents”) that authorize service in California’s public schools. More than fifty credential, certificate, and permit types are available for issue by the Commission. In addition to issuing documents, the Production Unit provides both email and phone customer service to the public and credential personnel from school districts, county offices of education, and universities and colleges throughout California.

Email: Credentials@ctc.ca.gov

Phone: (916) 322-4974, Option 1 - (M-F 12:30 PM to 4:30 PM)

Other Commission Divisions

Division of Professional Practices (DPP)

The Division of Professional Practices (DPP) investigates allegations of misconduct by credential holders and applicants. This division supports the Committee of Credentials (COC), which reviews allegations and may recommend to the Commission adverse action against a credential or application.

Email: DPPinfo@ctc.ca.gov

Phone: (916) 322-4974, Option 2 - (M-F 12:30 PM to 4:30 PM)

Fingerprint Unit

The Fingerprint Unit is housed within DPP and is responsible for inspecting fingerprint cards submitted by out-of-state and outside the United States applicants, sending fingerprint cards to the Federal Bureau of Investigation (FBI), monitoring electronic fingerprint responses from both the FBI and Department of Justice (DOJ), corresponding with applicants regarding fingerprint clearance, responding to phone calls, and emails, and follows up on fingerprint submissions that have been delayed or rejected by either the DOJ or the FBI.

Questions regarding fingerprint issues should be sent to:

Contact Us: <https://educatortools.ctc.ca.gov/ContactUs>

Professional Services Division (PSD)

The Professional Services Division (PSD) is responsible for the development of standards for all credential areas and programs. This division also is responsible for approving institutions and their educator preparation programs.

Email: PSDinfo@ctc.ca.gov

Contact information related to specific PSD topics/areas of work can be found at the following link: <http://www.ctc.ca.gov/educator-prep/psd-contact.html>

Office of Governmental Relations (OGR)

The Office of Governmental Relations responds to telephone calls or emails from the media.

Email: media@ctc.ca.gov

California Education Institution Overview

Program Sponsors

Institutions of Higher Education (IHE)

Institutions of Higher Education (IHE) are California colleges or universities with teacher education programs. IHEs serve two primary functions in preparing individuals for careers in education. They provide training for educators in [Commission-approved professional preparation programs](#), instruction in the methodologies of teaching, and subject-matter preparation programs, verifying competence in the specific subject area(s) to be taught.

IHEs provide programs for multiple and single subject teaching, administration, counseling and other services, special education and specialist teaching areas, and clear credential programs for professional level credentials. Not all California Colleges are considered program sponsors, they, and their specific programs need to be reviewed and approved by the Commission's Professional Services Division to earn this title.

Other Program Sponsors:

- **County Offices of Education (COE)**
- **School Districts (SD)**

Other entities such as school districts and County Offices of Education also offer Commission-approved programs. These could be multiple subject, single subject, or education specialist programs, programs in administration, and Induction programs. You may find a list of approved program sponsors here: http://cig.ctc.ca.gov/cig/CTC_apm/all.php

Use the drop-down menu at the top of the page to filter the list by program type.

Other Important Education Institutions

Educators need to be credentialed in order to serve in all California public schools, including:

- **Charter Schools (CS)**
- **Non-Public Schools (NPS)**

Any of the institutions listed above can submit applications for educators, and request issuance dates using the file box on the top of the application form. They are required to do this for documents that are restricted to one employer. Educators may or may not need to be credentialed to work in private schools; the private school makes this determination.

Steps to Becoming a California Prepared Educator

The Educator must:

1. Earn a Certificate of Clearance

The [Certificate of Clearance \(COC\)](#) is a document applied for and issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. Moral and professional fitness is established with fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Individuals who want to begin paid or non-paid position work with pupils in student activity program can apply for an [Activity Supervisor Clearance Certificate \(ASCC\)](#)

An individual enrolled in a California educator preparation program must obtain a Certificate of Clearance prior to beginning their student teaching or practicum. It is optional for other educators.

2. Enters a Preparation Program

A teacher preparation program is a program of professional coursework (including student teaching) that develops the skills needed for serving in the classroom. This includes coursework in areas such as teaching methods, curriculum development, and classroom management. A preparation program usually consists of 24-30 semester units of education/methods coursework at the level of credential requested. Normally 6-12 of these units will be the student teaching or fieldwork component; completed at the end of the program. The candidate will be required to complete the English Language Skills, including reading requirement, the RICA (if applicable), The US Constitution requirement, verification of Subject Matter Competence, and all foundational level coursework (Health, CPR, Mainstreaming/inclusion, Computers and Technology in education, and English Learner authorization).

The Educator also has the option of completing an intern program. This program is a cooperative effort between a school district and an Institution of Higher Learning. In an intern program, educators are given the opportunity to work in a paid full-time teaching position and complete the program requirements simultaneously. Lists of traditional and intern General Education programs are linked below.

Traditional Programs

Single Subject: http://cig.ctc.ca.gov/cig/CTC_apm/SS.php

Multiple Subject: http://cig.ctc.ca.gov/cig/CTC_apm/MS.php

Education Specialist: http://cig.ctc.ca.gov/cig/CTC_apm/all.php

(use the drop-down menu at the top of the page to filter by Education Specialist specialty area program type)

Intern Programs

Single Subject: http://cig.ctc.ca.gov/cig/CTC_apm/SS_i.php

Multiple Subject: http://cig.ctc.ca.gov/cig/CTC_apm/MS_i.php

Education Specialist: http://cig.ctc.ca.gov/cig/CTC_apm/all.php

(use the drop-down menu at the top of the page to filter by Education Specialist specialty area Intern program type)

3. Recommended for a Preliminary Document

Once the Educator completes the program, it is the program sponsor's job to recommend them for the Preliminary document. California has a two-tiered credential system, and the Preliminary document is the first tier document. Preliminary documents have renewal requirements that need to be completed within the document's five year validity period in order for the document to be renewed. Once the educator completes the renewal requirements, a Clear document can be issued. California prepared educators will be required to complete an induction program in order to clear their documents.

If the applicant does not complete the renewal requirements on their preliminary document, they will need to file for an [Extension by Appeal](#).

4. Complete a Commission Approved Induction Program

BTSA Induction, an acronym for "Beginning Teacher Support and Assessment" Induction, is a state-funded program co-sponsored by the California Department of Education (CDE) and the Commission on Teacher Credentialing (CTC).

The program engages preliminary credentialed teachers in a job-embedded formative assessment system of support and professional growth to fulfill the requirements for the California Clear Multiple Subjects, Single Subject, and Education Specialist credentials.

5. Recommended for a Clear document

Once the Educator completes the Induction program, it is the program sponsor's job to recommend them for the Clear document.

Clear documents can be renewed in 5 year increments, with only the submission application and a fee.

Application Processing

Timeline

Processing

AB 469 requires the Commission to reach a decision regarding the issuance of a credential, permit or certificate and notify the applicant within **50 business days** of receipt of the application. The actual processing time for a credential application varies depending on the type of credential and certification workload. Note that the 50 day processing timeline **does not** apply to applications routed to DPP.

Expedite

A request to expedite the processing of a pending application may be honored only when requested by an employing agency, and only when an educator's pay or employment is in jeopardy. An employer may email the Commission to request that an application be expedited if their situation meets one described above *and* if their pending application has been entered into the Commission's database.

Returns

If the application packet has been reviewed and the supporting materials evaluated, and the analyst determines that not all requirements have been satisfied, and needs additional documentation from the educator, the Commission will send a letter notifying the educator and requesting that the missing materials be returned with the letter to the Commission within **60 days** of the date of the letter. If they are not, a new application and fee will be required.

No Additional Information Returned

If additional information was requested of the educator, and nothing was returned, the Commission will return the application to the applicant after **75 days**. At this point, the applicant will need to submit a new application and fee to apply for the document.

Fingerprints Expiration

Educators whose documents are expired for **18 months** will have their fingerprint information removed from their file. At that point they would need to complete a new Live Scan for us in order to reapply for a document.

Lapse in Time

An educator receives no penalty for letting their credential expire as long as they are not currently employed in a position that requires them to hold the credential. They can renew a document at any time after the expiration as long as they have completed the renewal

requirements. Note that if the document is expired for more than 18 months, an applicant will need to resubmit fingerprint information.

Application Submission Methods

Paper Applications via US Mail

Individuals interested in applying for the first time, or a new type, California credential may submit a paper application ([form 41-4](#)) to the Commission provided they do not have to be recommended.

Mail all applications to:

Commission on Teacher Credentialing
ATTN: Applications
1900 Capitol Avenue, Sacramento, CA
Sacramento, CA 95811-4213

The Commission requires that paper application packets mailed to the Commission contain all of the documentation required to grant the credential requested: application, fee, transcripts, verification letters, examination scores or other supporting documents. Materials sent without an application or request for additional information letter will be returned to the sender.

Applicants applying via this method:

1. Access the paper application from the Commission's web site
2. Send the application to the Commission via US mail
3. Make payment via check or money order

The following link provides access to Application Form 41-4:

<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>.

File Box

Employers can submit applications for applicant's and request an issuance date within 90 days of the day we received it; we refer to this as the "three month rule". They do so by filling out the **file box** in the upper right-hand corner of the application.

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE (For Privacy Act Notification see Application Instructions)		
Mail application and payment (check or money order) to: Commission on Teacher Credentialing Certification Division 1900 Capitol Avenue Sacramento, California 95811-4213		Appeal: _____ Route to: _____
Commission Use Only: Fee Information APP _____ FP _____ Other _____		IHE/County/District Use Only Issuance _____ Date: _____ Email _____ Address: _____
1. PERSONAL INFORMATION (type or print)		
Social Security or Individual Tax ID Number: _____		Date of Birth: (mm/dd/yyyy) _____
Applicant's Name: _____		

Applications submitted by the field requesting an issuance date that goes beyond the Three Month Rule will be issued with the date we received the application.

Recommendations

California colleges, universities, school districts, and county offices with Commission-approved programs submit an electronic recommendation to the Commission when the educator has completed an approved program for a specific credential or authorization. The educator must also complete an electronic application and pay the appropriate fee prior to the document being issued.

Applicants applying via this method:

1. Access the recommendation by logging into CTC Online
2. Complete the Electronic Application
3. Make a payment via Credit Card

These applications are electronically received as complete documents in the Commission's database. They are not automatically granted. It will take approximately 5-7 business days from the date the document is granted to be displayed online.

An instructional sheet on completing a recommendation can be found here: <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>

Renewals

Educators wishing to renew an existing credential are required to use the Commission's online renewal process. Educators access a portal through the Commission's web site, complete an electronic application, and use a credit card to pay the appropriate fee.

Applicants applying via this method:

1. Access the renewal application by logging into CTC Online
2. Complete the Electronic Application
3. Make a payment via Credit Card

Renewal applications are automatically granted when payment is received. They take approximately 5-7 business days to be displayed online.

An instructional sheet on completing a recommendation can be found here:
<http://www.ctc.ca.gov/credentials/online-services/pdf/renewal-tips.pdf>

How Applications Flow through the Commission

Paper Applications

1. **Applicant** completes a paper application, and submits it to the commission via US mail.
2. **Intake** opens incoming mail, separates correspondence from applications and checks

Applications that are incomplete or submitted with insufficient fees are returned to the educator without being evaluated.

applications for correct fees. Applications with correct fees are assigned a unique identification number and are entered into the electronic system under the applicant's name and social security or individual tax identification number. Once the application has been keyed into the system, the applicant will receive an email stating that their application will be posted online within 48 hours.

3. **Certification** staff analysts evaluate the applications for the required materials. If the analyst determines that the applicant has met the credentialing requirement, they will grant document.

If the analyst determines that the application does not satisfy all of the necessary requirements, they need to perform the additional step of composing a letter requesting additional information to be sent to the educator and/or employing agency.

The applicant will then have 60 days from the date that the letter was created to return the information requested. **Note: materials should never be sent separate from the application packet or a letter requesting additional information.**

If the applicant returns the materials within the 60 days, materials are routed directly to the analyst assigned to the application. The analyst can then process the document with the new materials. If the applicant does not return any or some of the requested materials, the application will be mailed back to them after 75 days.

Recommendations

1. **Educator** completes a program, or a component of a program that warrants a change to a document.
2. **Program Sponsor** sends an electronic copy of the document they earned to the Commission for verification. They do this through the online services for agency users available to them through CTC Online. Once they create a document and submit it, it is available for completion on the applicant's CTC Online Educator Page.
3. **Educator** will log into their educator page and complete the recommendation. This involves answering professional fitness questions and paying a fee. Once payment is complete, the recommendation is electronically sent to the Commission.
4. **Certification** staff reviews the recommendation for accuracy. It will take approximately 5-7 business days for newly granted recommendations to be displayed online.

Renewals

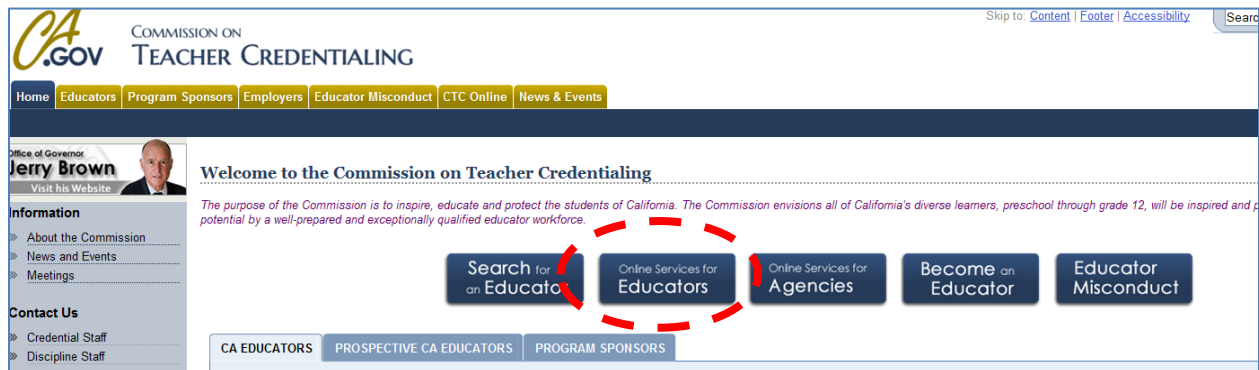
1. **Applicant** will log into their educator page and complete an online renewal application. This involves answering professional fitness questions and paying a fee. Once payment is complete, the renewal is electronically sent to the Commission, and automatically granted. It will take approximately 5-7 business days for newly granted renewals to be displayed online.

Note: Some applicants choose to submit their renewals via paper application. In this case they are subject to the 50 business day paper applications processing timeline.

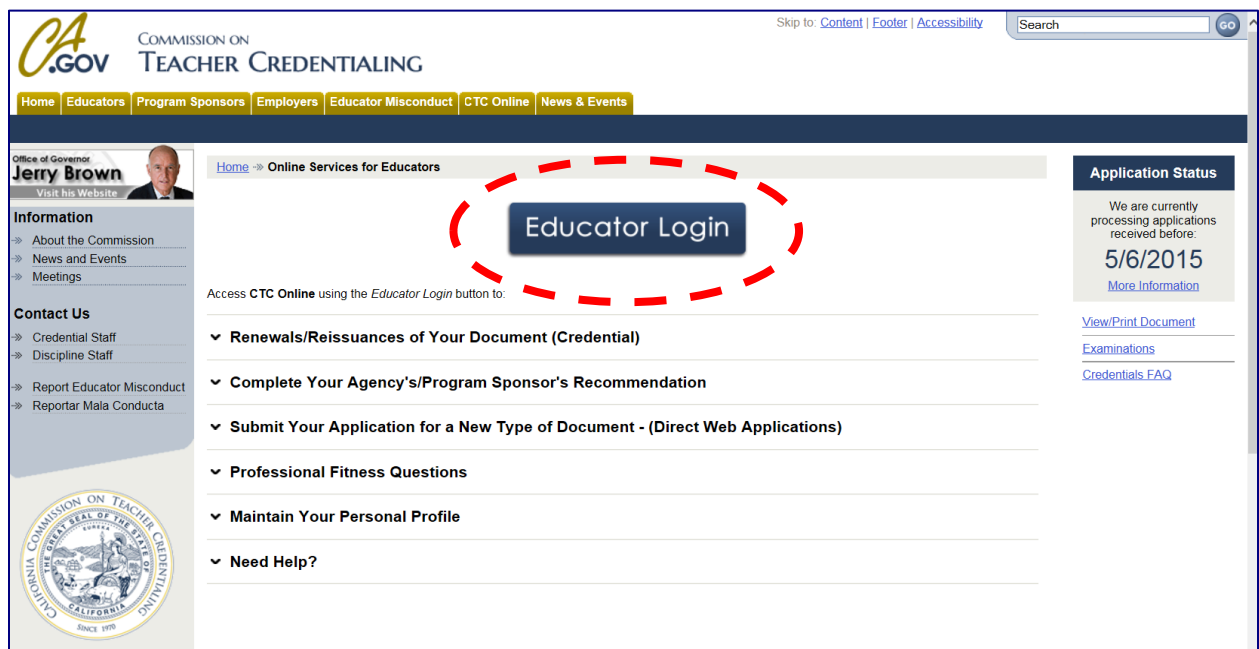
CTC Online

Overview

The Commission implemented the CTC Online system May 29, 2012 and is available from the Commission's Homepage, which is ctc.ca.gov. It allows Educators to view, print, and renew their Credentials. It also allows educator to monitor their application status and complete recommendations from program sponsors.



They access it from the **Online Services for Educators** Button. Once they click on that, they will be taken to a landing page geared towards educators with instructions on how to complete processes, and the **Educator Login** button that allows access to the system.



To access their **Homepage**, an Educator must **login** using their social security number and date of birth

CA.GOV CTC COMMISSION ON TEACHER CREDENTIALING Ensuring Educator Excellence Home | FAQ | Glossary

Agency User Search Educator Page

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. § 666 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 44200-44439, which authorizes 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 44230, 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.

From their **Homepage**, the Educator can **create** or **modify** their personal **profile** and are notified by email when a change has been made to their profile and to acknowledge receipt of a renewal or web application.

Educator's Demographic Information

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Agency User Search Educator Page

Edit * = Required Field

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

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

First Name*: EMILY Fingerprint Process Complete: N

Middle Name:

E-mail*: credentials@ctc.ca.gov

Work Phone:

Home Phone:

New

Address Line 1: 1900 CAPITOL AVENUE State: CA

Address Line 2: City: SACRAMENTO Province:

Country: USA

Zip Code: 95811

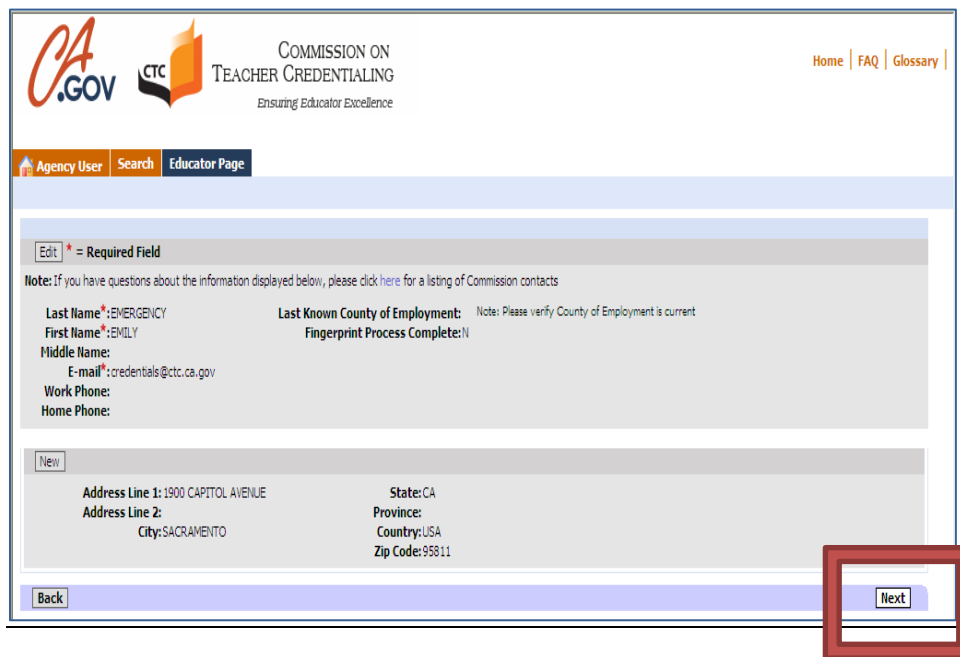
Back Next

Educators that are new to the CTC Online System will need to create a profile. In order to do that, educators will need to enter SSN and DOB information twice. Once they have done that, they will be taken to a profile page. They will need to hit the **Edit** button in the upper left-hand corner, and then enter their information. Then they will need to hit **Save**, when they are complete. They will have to hit the edit button on the bottom applet of the screen to enter their address.



A screenshot of a web form titled "Save" with a "Cancel" button and a legend indicating that an asterisk (*) denotes a required field. A note at the top states: "Note: If you have questions about the information displayed below, please click here for a listing of Comm". The form contains the following fields: "Last Name*", "First Name*", "Middle Name:", "E-mail*", "Work Phone:", "Home Phone:", and "Last Known County of Employment:". The "Last Known County of Employment" field includes a small map icon.

Upon completing their new profiles or changing their names educators will be asked to complete an authentication quiz through LexisNexis. LexisNexis is a third party organization contracted to process our credit card payments and provide client authentication.



A screenshot of the Commission on Teacher Credentialing (CTC) website. The header includes the "CA.GOV" logo, the CTC logo, and the text "COMMISSION ON TEACHER CREDENTIALING" with the tagline "Ensuring Educator Excellence". Navigation links for "Home", "FAQ", and "Glossary" are in the top right. A secondary navigation bar contains "Agency User", "Search", and "Educator Page". The main content area features an "Edit" button and a legend for required fields (*). A note mentions a link for commission contacts. The profile information is displayed as follows:

Last Name* : EMERGENCY	Last Known County of Employment:	Note: Please verify County of Employment is current
First Name* : EMILY	Fingerprint Process Complete: \	
Middle Name:		
E-mail* : credentials@ctc.ca.gov		
Work Phone:		
Home Phone:		

Below this, a "New" button is shown. The address information is as follows:

Address Line 1: 1900 CAPITOL AVENUE	State: CA
Address Line 2:	Province:
City: SACRAMENTO	Country: USA
	Zip Code: 95811

At the bottom, there are "Back" and "Next" buttons. The "Next" button is highlighted with a red rectangular box.

The **Next** button at the bottom of the educator's profile page allows the Educator to view and access their:

1. Current documents, pending applications, and adverse actions
2. Recommends
3. Renewals

The screenshot shows the 'Educator Page' with a navigation bar at the top containing 'Agency User', 'Search', and 'Educator Page'. Below the navigation bar is a 'Back' button and a note about Commission contacts. The main content area is divided into several sections:

- Document Section:** Labeled with arrow 1. It includes tabs for 'Document', 'Application', and 'Adverse and Commission Actions'. Below the tabs is a table with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. A 'No Records' message is displayed.
- Recommends Section:** Labeled with arrow 2. It includes a 'Complete' button and a 'Return Application to Authorized Agency' button. Below these is a table with columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. A row is visible for a '30-Day Substitute Teaching Permit' with a status of 'Recommended' and an issue date of '5/29/2012'.
- Renewals Section:** Labeled with arrow 3. It includes a 'Renew' button and a note about renewing documents. Below is a table with columns: Select, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Pick Base Credential, and Special Grade.
- Web Applications Section:** Labeled with arrow 4. It includes a 'Create New' button and a 'Complete' button. Below is a table with columns: Select, Document Title, and Application Status.

Printing: <http://www.ctc.ca.gov/credentials/online-services/pdf/ctc-online-print-document.pdf>

It also allows educators to print their documents. An individual's document can only be found on the Commission's website. The information presented on this secure website is the official record of the educator's certification status. As of 2008, the Commission no longer provides a printed document to an educator.

Profile: [Leaflet CL-901: http://www.ctc.ca.gov/credentials/leaflets/cl901.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl901.pdf)

Educators can update their contact information using the Commission's website. This includes changes to an educator's name, address, telephone number, and email address. It is important to click on the "Save" button after entering a change. Information on completing various CTC Online processes can be found here:

- <http://www.ctc.ca.gov/credentials/online-services/default.html>

Confidential Information

The Commission is mandated to protect the privacy of individuals' personal information it collects and maintains. Social Security Numbers (SSNs) are a unique identifier and the broad use in government and business has been a major contributor to the growth of identity fraud. Toward that end, CTC has adopted best practices recommended by the State Office of Privacy Protection.

Critical practices that employers and program sponsors should adhere to when communicating with the Commission:

- Do not send complete or partial SSNs in email communications with CTC
- Do not send any outgoing U.S. mail that contains a complete SSN unless the SSN is contained within sealed correspondence and cannot be viewed from the outside of the sealed correspondence
- Please note that complete SSNs may be communicated via the telephone

Resources/References

Administrator's Assignment Manual (AAM)

A manual designed to be used by school site administrators, personnel officers, and credential technicians who are responsible for assigning teachers and other certificated staff to specific positions. Found on our web site under Manuals and Handbooks

- <http://www.ctc.ca.gov/credentials/manuals.html>

California Private School Directory

Published annually by the California Department of Education, it is a directory of private elementary schools and high schools in California that have complied with EC §33190 and includes a summary of laws relating to private schools. Online version can be accessed at:

- <http://www.cde.ca.gov/re/sd/>

California Public School Directory

Published annually by the California Department of Education, it is a directory of all County Offices of Education and public school districts in California. Online version can be accessed at:

- <http://www.cde.ca.gov/re/sd/>.

CAWNews

An electronic communication method used to distribute information to the field regarding issues exclusive to credentialing.

To subscribe, send an email to cctclists@ctc.ca.gov with the word “subscribe” in the subject line.

Commission Website

The web site was created for anyone who wishes to receive credential, permit, or certificate information via the Internet. From the web site, one may obtain specific information on credential, permit, or certificate requirements as well as view coded correspondence, news on pending legislation, upcoming Commission meetings, reports on-line, educational standards and more.

- www.ctc.ca.gov

Credential Information Alerts (CIAs)

Quickly distributes important credential information to county offices of education and IHEs. Most county offices copy and distribute the CIAs to their school districts.

- <http://www.ctc.ca.gov/credentials/cig2/alerts.html>

Credential Information Guide (CIG)

The CIG is an extensive on-line reference guide maintained by the Commission’s Certification, Assignment and Waivers Division. Among other things, it includes detailed information about credential, certificate, permit and waiver requirements. CIG updates incorporate changes in statutes, regulations, policies, and procedures concerning credentialing requirements. Current and archived copies of Credential Information Alerts (CIAs) and Credentialing Workshops are housed on the CIG.

Website: http://www.ctc.ca.gov/credentials/cig2/cig_toc.html
Username: cig2011
Password: ctguide

NOTE: If you do not want to input the User Name and Password each time, click the small box labeled to the left of the Save this password in your password list or Remember Password

Credential Information Leaflets

Credential Information Leaflets are available for almost every credential, permit, and certificate topic.

- <http://www.ctc.ca.gov/credentials/leaflets.html>

Official (Coded) Correspondence

Official Commission correspondence sent to notify the public and interested parties of pending changes or implementation of changes in regulations, policies, and procedures. Copies may be found on the Commission's web page www.ctc.ca.gov.

- <http://www.ctc.ca.gov/notices/coded.html>

