



Credential Information Alert

DATE:

June 9, 2022

NUMBER:

22-05

SUBJECT: Addition of Emergency Permits to CTC Online System

Summary:

The purpose of this Credential Information Alert (CIA) is to inform California local education agencies (LEAs) that the Emergency Teacher Librarian Services Credential, Teaching Permit for Statutory Leave (TPSL), and Emergency Resource Specialist Permit applications may now be submitted online through the Commissions website using the CTC Online system.

Key Provisions:

The Commission is continuing its expansion of online employer-requested credentials and permits and is pleased to announce that interested charter schools, districts and county offices may begin submitting Emergency Teacher Librarian Services Credential, TPSL, and/or Emergency Resource Specialist Permit recommendations through the Commission's CTC Online system. The ability to submit online recommendations will reduce common errors that arise with paper applications, payment issues, and it will improve communication if additional information is required to complete processing. Although the option to submit recommendations will be available, paper applications ([Form 41-4](#)) will still be accepted. This functionality is available as of the date of this CIA. Interested parties can begin submitting form [CL-897](#) to request access to these new areas in CTC Online.

CTC Online:

Charter schools, school districts and county offices who already have access to CTC Online and wish to submit Emergency Teacher Librarian Services Credential, TPSL, and/or Emergency Resource Specialist Permit recommendations will need to submit [Form CL-897](#) to CTCOnline@ctc.ca.gov to request access to these specific permits. The form must be submitted by an Authorized Designee. Once processed, an email response will be sent to confirm that the access has been updated and submissions can begin.

LEAs who currently do not submit through CTC Online and wish to gain access for the first time will need to have their Appointing Authority submit [Form CL-896](#) first. This form establishes the Authorized Designee(s) for the LEA. Once established, an Authorized Designee would submit [Form CL-897](#) to establish the Authorized Submitters and their level of access. Further information can be found in the References section below under CTC Online Roles and Responsibilities. All necessary forms can be found on the CIG under the [CTC Online–Processing Recommendations](#) section.

Renewals:

Emergency Teacher Librarian Services Credential, TPSL, and/or Emergency Resource Specialist Permit renewals are available through CTC Online. However, the process will differ from other online renewals. Online renewals for other documents are completed by educators, but these recommendations must be submitted by an employing agency. Thus, if a renewal is needed, the employing agency may use the CTC Online system and click “Create New Document” as would be done for a first-time submission. There will not be a “Renew” section or button for this process until further enhancements to the online system are in place. All renewal requirements are required to be uploaded and the codes indicating a renewal will be added by Commission staff.

Online Submission Tips:

In order to facilitate this new process, the following tips should be kept in mind:

- Recommenders should ensure that they are using a device that has sufficient hard-drive and memory to interact with the Commission website.
- When uploading supporting documentation, the file must not exceed 10MB in size. It may be necessary to reduce the scan quality in order to reduce the size of the file.

References:

CTC Online Roles and Responsibilities:

https://www.ctc.ca.gov/docs/default-source/cig2/files/ctconline-roles.pdf?sfvrsn=578a493f_2

CTC Online for form CL-896:

https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl896.pdf?sfvrsn=bb0a6d03_2

CTC Online form CL-897:

https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl897.pdf?sfvrsn=53e49493_6

Emergency Teacher Librarian Services Credential leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/Teaching-and-Emergency-Permits-\(cl-533o-lib\)](https://www.ctc.ca.gov/credentials/leaflets/Teaching-and-Emergency-Permits-(cl-533o-lib))

Teaching Permit for Statutory Leave leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/teaching-permit-for-statutory-leave-\(cl-902\)](https://www.ctc.ca.gov/credentials/leaflets/teaching-permit-for-statutory-leave-(cl-902))

Emergency Resource Specialist Permit leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/emergency-resource-specialist-permit-\(cl-533o-rsp\)](https://www.ctc.ca.gov/credentials/leaflets/emergency-resource-specialist-permit-(cl-533o-rsp))

Important Dates:

The Commission will begin accepting Emergency Teacher Librarian Services Credential, Teaching Permit for Statutory Leave, and/or Emergency Resource Specialist Permit recommendations via CTC Online as of the date of this CIA.

Contact Information:

Questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.