



Credential Information Alert

DATE:

October 16, 2025

NUMBER:

25-06

SUBJECT: Bridge Authorizations Available as Courtesy and Direct Applications through CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for an Education Specialist Bridge Authorization can now be submitted directly by educators and as a courtesy by employers through CTC Online.

Key Provisions:

The Commission is continuing its expansion of documents available for online submission and is pleased to announce that interested parties may begin submitting online applications. This option is available to individual educators as well as Local Employment Agencies (LEAs). The ability to submit online applications will reduce common errors that arise with paper applications, mailing concerns, payment issues, and streamline communication if additional information is required to complete processing. Although the option to submit online applications are strongly encouraged, paper applications ([Form 41-4](#)) will still be accepted.

This functionality is available as of the date of this CIA. Bridge Authorization applications submitted online will be processed in the standard 50 business days.

Online Submissions Directly by Educators:

This update provides an avenue for direct submission of Education Specialist Bridge Authorizations by educators. It is encouraged that individuals review the requirements for the appropriate Bridge Authorization as all supporting documentation must be uploaded during the online application process. Links to the specific requirement information can be found below in the Resources section.

Interested individuals who have never submitted a direct application through the CTC Online system may review the steps on the Commission's [Submit an Online Application](#) page. Submission will require logging in to the CTC Online system. Assistance can be found on the [Login Help](#) page on the Commission's website.

Current credential holders may apply directly for a Bridge Authorization but they must include documentation verifying that all requirements are met. The Commission provides a form, [CL-904](#), that outlines all requirements and allows an approved agency to attest that the individual has qualified for the Bridge Authorization.

Courtesy Submissions by LEAs:

These submissions are considered courtesy applications and are not formal online recommendations as submitted by Commission-approved programs. As such, the Commission will complete an evaluation of requirements. Each courtesy submission should include a completed form [CL-904](#) that attests to completion of all requirements for the Bridge Authorization.

LEAs submitting an online courtesy for these authorizations should note the following:

- Online courtesy recommendations for Bridge Authorizations are found within the "Authorized Agencies" area.
- While these are Added Authorizations, submission via the courtesy route does not use the specific "Added Authorization" button used by program sponsors. These should be submitted using the "Go to Create Document" button.
- LEAs should select the Education Specialist Preliminary option when identifying the document. If the individual in question holds a Clear, this will be addressed by the Certification credential analysts.
- As the renewal code depends on several factors, it is not required during online submission and will be addressed by Certification credential analysts.

Charter schools, school districts and county offices who already have access to CTC Online and previously requested access to submit Emergency 30-Day Substitute Permits will automatically be given access to the Education Specialist Bridge Authorization within CTC Online. It is not necessary to request access using the [CL-897](#) form for initial access.

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 Commission's website under the [CTC Online – Processing Recommendations](#) section.

Online Submission Tips:

In order to facilitate this new process, note the following:

- Submitters 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.
- LEAs who already have access to CTC Online and find that they do not have access to the new options, submit the CL-897 form.

References:

Credential Information Alert 22-07: Special Education Bridge Authorizations:

<https://www.ctc.ca.gov/docs/default-source/credentials/alerts/2022/cia-22-07.pdf>

Verification of Requirements for the Special Education Bridge Authorizations:

<https://docs.ctc.ca.gov/Document/Download/29892>

Submit an Online Application: <https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app>

CTC Online – Login Help: <https://www.ctc.ca.gov/credentials/ctc-online-services-help/login-help>

Important Dates:

The Commission will begin accepting online Education Specialist Bridge Authorization applications via CTC Online as of the date of this CIA.

Contact Information:

Questions concerning adding or modifying access to the online application system should be directed to CTCOnline@ctc.ca.gov. Questions regarding credential requirements can be directed to the Commission's Division of Licensure Certification through the online form found at <https://educatortools.ctc.ca.gov/ContactUs>.