



Credential Information Alert

DATE:

November 20, 2025

NUMBER:

25-07

SUBJECT: Speech Language Pathology Services Credentials Available as Courtesy and Direct Applications through CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that Speech Language Pathology Services Credential applications 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 Speech Language Pathology Services Credential 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.

Online submissions for the following preparation routes are available:

- Out-of-State Preparation (Preliminary or Clear)
- Speech Language Pathology Services Upgrade to Clear
- Clinical or Rehabilitative Services Credential Upgrade to Speech Language Pathology

This functionality is available as of the date of this CIA. Speech Language Pathology Services Credential 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 Speech Language Pathology Services Credentials by educators. It is encouraged that individuals review the requirements for the preliminary and clear credential prior to submitting the online application. The requirements are outlined in [Information Leaflet CL-879](#). If all requirements for the preliminary and clear credential are met with appropriate supporting documents, the clear credential will be issued with the initial application.

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.

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 all materials that demonstrate satisfaction of all requirements. The following identifies the options available online along with specific information about each type of submission.

- Application for initial issuance of the preliminary credential – LEAs should select the program type COURTESY and the P2 Term.
- Application for initial issuance or upgrade to the clear credential – LEAs should select program type COURTESY and the CL Term.

Any Commission-approved program sponsor making a recommendation for an individual that completed their program should not select the Program Type of COURTESY.

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 and Child Development Permits will automatically be given access to the Speech Language Pathology Services credentials 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:

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:

Speech-Language Pathology Services Credential:

[https://www.ctc.ca.gov/credentials/leaflets/speech-language-pathology-credential-\(cl-879\)](https://www.ctc.ca.gov/credentials/leaflets/speech-language-pathology-credential-(cl-879))

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>

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/employers/ctc-online-processing-recommendations/roles-and-responsibilities>

CTC Online form CL-896:

<https://docs.ctc.ca.gov/Document/Download/30145>

CTC Online form CL-897:

<https://docs.ctc.ca.gov/Document/Download/30146>

Important Dates:

The Commission will begin accepting online Speech-Language Pathology Services credential 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>.