



# Credential Information Alert

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**DATE:** May 13, 2026

**NUMBER:** 26-02

**SUBJECT:** Extension by Appeal Available as Courtesy and Direct Applications through CTC Online

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for Extensions by Appeal 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 Extension by Appeal 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.

This functionality is available as of the date of this CIA. Extension by Appeal applications submitted online will be processed in the standard 50 business days timeframe.

**Online Submissions Directly by Educators:**

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.

During the direct submission process, educators will have the opportunity to upload all supporting documentation that is required for the credential or permit. Applicants may submit electronic copies of original documentation and/or pictures taken of original documentation. This includes official transcripts of images of both the front and back of the document(s) provided. Applicants may also upload electronic transcripts ([Transcript Guidance](#)). Note that the

Commission will not accept copies or pictures of unofficial transcripts or grade reports. The Commission also reserves the right to request an original copy of all types of supporting documentation.

When requesting an Extension by Appeal, the online prompt will not ask which document the applicant is requesting an extension for. This detail should be included in the supporting documentation. Instead, users are asked to select if they require a 1-year, 2-year, or 3-year extension.

If an extension is needed for a restricted document, e.g. an Emergency CLAD Permit or a General Education Limited Assignment Permit, the document holder should first speak to their employer. While an extension is possible for certain restricted documents the employer must submit the request on the holder’s behalf.

**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 applicable to the extension type.

Due to the various types of documents that may qualify for an extension, the application type will be categorized under one document title. LEAs should select document title UNKN and program type COURTESY.

Title	Program Type	Document Description	Program Name	Organization Name	Category	Term	Term Description	Category Description
UNKN	COURTESY	Unknown	EXTENSION BY APPEAL	CTCUNI	RI	AP	Appeal	Re-issuance
TPSL	EMERGENCY PERMIT	Teaching Permit for Statutory Leave	TEACHING PERMIT FOR STATUTORY LEAVE	CTCUNI	FT	TL		First Time
TLA3	EMERGENCY PERMIT	Special Education Limited Assignment Teaching Permit	LIMITED ASSIGNMENT PERMIT	CTCUNI	NT	AL		New Credential
TLA3	EMERGENCY PERMIT	Special Education Limited Assignment Teaching Permit	LIMITED ASSIGNMENT PERMIT	CTCUNI	RI	AL		Re-issuance
TLA2	EMERGENCY PERMIT	General Education Limited Assignment Multiple Subject Teaching Permit	LIMITED ASSIGNMENT PERMIT	CTCUNI	RI	AL		Re-issuance
TLA2	EMERGENCY PERMIT	General Education Limited Assignment Multiple Subject Teaching Permit	LIMITED ASSIGNMENT PERMIT	CTCUNI	NT	AL		New Credential
TLA1	EMERGENCY PERMIT	General Education Limited Assignment Single Subject Teaching Permit	LIMITED ASSIGNMENT PERMIT	CTCUNI	NT	AL		New Credential
TLA1	EMERGENCY	General Education Limited	LIMITED ASSIGNMENT PERMIT	CTCUNI	RI	AL		Re-issuance

**If the educator holds more than one document, a note must be submitted with the application specifying which document they are requesting an extension for.**

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

**Renewals:**

Extensions are not renewable. An extension may be issued only once, except in cases where extenuating circumstances continue to exist and the applicant has made sufficient progress toward completion of the requirements. If a subsequent extension is warranted, an application, fee, and supporting documentation can be submitted through CTC Online as a “New Credential Application”.

**Online Submission Tips:**

To facilitate this 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:**

Extension by Appeal for Credentials and Permits: <https://www.ctc.ca.gov/credentials/leaflets/al-3/>

Extension by Appeal Checklist: <https://www.ctc.ca.gov/credentials/extension-by-appeal-checklist/>

Submit an Online Application: <https://www.ctc.ca.gov/aspiring-educators/apply/online-application/>

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

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/employers/manuals/ctc-online-processing-recommendations/roles-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 Extension by Appeal applications via CTC Online as of the date of this CIA.

**Contact Information:**

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>.

Questions concerning adding or modifying access to the online application system should be directed to [CTCOnline@ctc.ca.gov](mailto:CTCOnline@ctc.ca.gov).