

# **CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

## **CTC ONLINE HANDBOOK QUICK GUIDE FOR ONLINE DOCUMENT SUBMISSION**



**August 2026**

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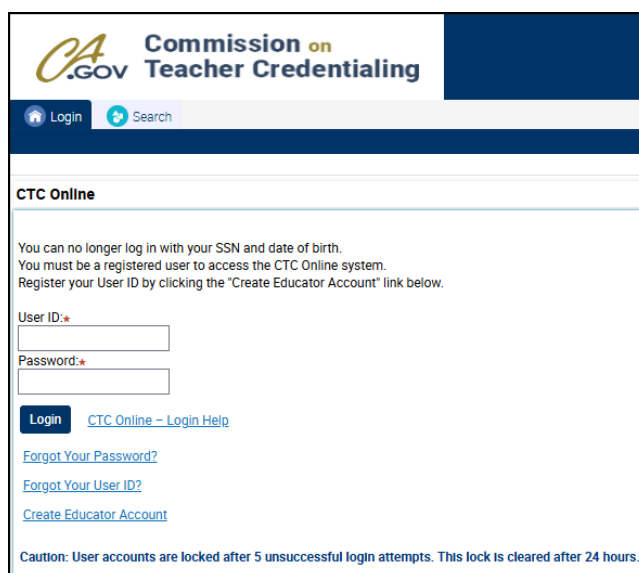
## Introduction

This document has been created to use as a quick guide when submitting a new online recommendation, adding an additional authorization, upgrading a document, or editing a recommendation that has not been completed yet.

Please reference the full [CTC Online Handbook](#) for additional information regarding the online system.

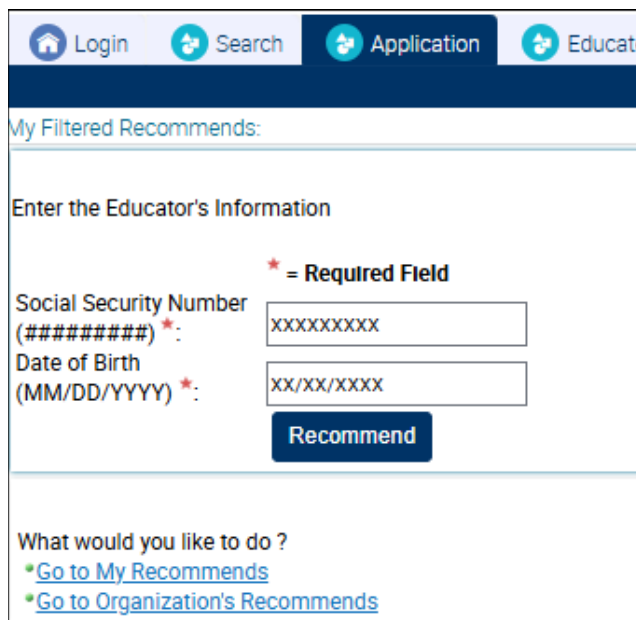
## Creating A New Document

1. Log in to CTC Online by clicking the **CTC Online Services** link on the CTC homepage.



The screenshot shows the CTC Online login interface. At the top is the logo for the California Commission on Teacher Credentialing (C.A.GOV). Below the logo are links for 'Login' and 'Search'. The main heading is 'CTC Online'. A message states: 'You can no longer log in with your SSN and date of birth. You must be a registered user to access the CTC Online system. Register your User ID by clicking the "Create Educator Account" link below.' There are input fields for 'User ID' and 'Password', both marked with a red asterisk. Below these fields are links for 'Login', 'CTC Online - Login Help', 'Forgot Your Password?', 'Forgot Your User ID?', and 'Create Educator Account'. A caution note at the bottom states: 'Caution: User accounts are locked after 5 unsuccessful login attempts. This lock is cleared after 24 hours.'

2. Navigate to the "Application" tab and enter the Social Security Number and Date of Birth of the candidate. It is highly recommended that educators be asked to create their own profile prior to attempting a submission. Click **Recommend**.



The screenshot shows the 'Application' tab selected in the top navigation bar. Below the navigation bar is a section titled 'My Filtered Recommends:'. The main heading is 'Enter the Educator's Information'. A legend indicates that a red asterisk (\*) denotes a 'Required Field'. There are two input fields: 'Social Security Number (#####) \*' and 'Date of Birth (MM/DD/YYYY) \*'. Both fields contain placeholder text (XXXXXXXX and XX/XX/XXXX respectively). Below these fields is a blue 'Recommend' button. At the bottom, there is a section titled 'What would you like to do ?' with two links: 'Go to My Recommends' and 'Go to Organization's Recommends'.

3. Review the educator's information. Then, click **Next**.

Educator Information:

Create Person

Note: If you have any questions, please view the [CTC Online – Application and Payment Help](#) page.  
Note: If Fingerprint status is Incomplete contact the Fingerprint Unit at [Contact Us](#).

Fingerprint Status: Complete: No Action Required

First Name\*: TRAINING109  
Middle Name: APPLICATION999  
Last Name\*: THREE  
E-mail\*:  
Work Phone:  
Home Phone:  
Last Known County of Employment: AMADOR COUNTY OFFICE OF EDUCATION  
Last Known District of Employment: AMADOR COUNTY UNIFIED SCHOOL DISTRICT

Back Next

4. Select **Approved Institutions**.

Educator Detail:

Recommendations

- [Approved Institutions](#)
- [Authorized Agencies](#)

5. Click the **Create New Document** button.

Documents

Go to Edit Document Create New Document

| Document Number | Title |
|-----------------|-------|
|-----------------|-------|

## Creating Document Section One – Program Information

1. Complete the first section of the document by selecting **New** at the top of the page.

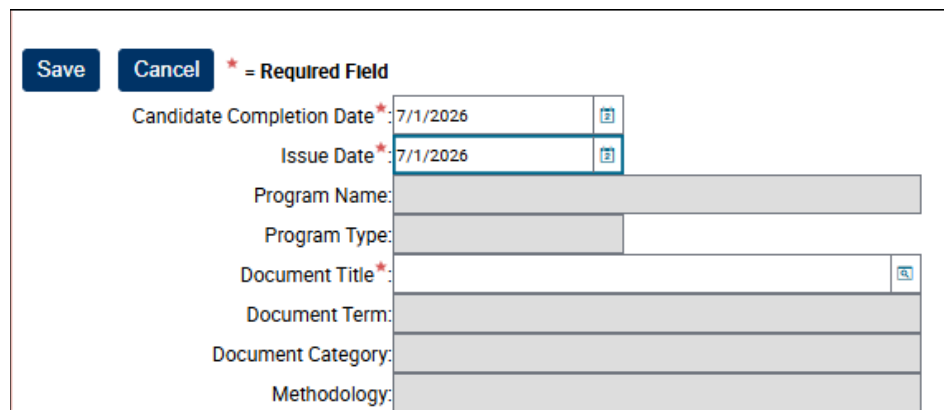
New \* = Required Field

Candidate Completion Date\*:  
Issue Date\*:  
Program Name:  
Program Type:  
Document Title\*:  
Document Term:  
Document Category:  
Methodology:  
Subject Matter:  
Qualification Route:  
County of Employment:

2. Enter the Candidate Completion Date. This is the date the educator completed the final requirement that qualifies them for the document, as determined by the program.
  - a. For either District or University Interns, the Candidate Completion Date is the date all of the intern pre-service requirements applicable for the educator and the organization offering the Commission-approved program have been met by the candidate.
  - b. The Candidate Completion Date will then filter out programs on the Credential Title list based on the Program Standard Approved Date and the Final Completion Date. The Candidate Completion Date will also check whether the candidate completed the authorization program within the organization's approval time frame.
3. Enter the Issue Date. The requested issuance date is based upon the following:
  - a. The date the educator completed the final requirement that qualifies them for the document as determined by the program
  - b. The beginning date of service for Intern programs

\* You may request an issuance date up to three months prior to the date the recommendation is submitted through the CTC Online system, if all requirements for the document are met by that date.

Please note, Title 5 Regulation Section 80440 (b) and (c) establish that a candidate's application must be received by the Commission within three months after the issuance date of the credential. An application is not considered to be complete and "received" by the Commission until payment has been received.



The screenshot shows a web form with a header containing 'Save' and 'Cancel' buttons, and a legend '\* = Required Field'. The form fields are as follows:

|                            |          |                  |
|----------------------------|----------|------------------|
| Candidate Completion Date* | 7/1/2026 | Calendar icon    |
| Issue Date*                | 7/1/2026 | Calendar icon    |
| Program Name:              |          |                  |
| Program Type:              |          |                  |
| Document Title*            |          | Pick applet icon |
| Document Term:             |          |                  |
| Document Category:         |          |                  |
| Methodology:               |          |                  |

4. Click on the pick applet to the right of the "Document Title" field to open a new window that displays all documents available to the Authorized Submitter. If you do not see the document you are looking for, you may not have access. Please see the section titled "[Additional Assistance](#)" at the end of this guide for more information.
  - a. There are two options for selecting the document:
    - i. You may use the arrows at the bottom of the window to scroll through the documents listed. To help organize the names of documents in alphabetical order, you may click the column "Title" and select "Sort".

| Query |                                                 |      |                                                                  |                      |                 |                    |                     |                         |                      |
|-------|-------------------------------------------------|------|------------------------------------------------------------------|----------------------|-----------------|--------------------|---------------------|-------------------------|----------------------|
| Title |                                                 |      |                                                                  | Document Description |                 | Category           |                     | Find                    |                      |
| Title | Program Name                                    | Term | Document Description                                             | Category             | Term Descriptio | Program Methodolog | Program Type        | OrganizationName        | Category Description |
| AETC  | ADULT EDUCATION TEACHING CRED.                  | P3   | Adult Education Teaching Credential                              | FT                   | Preliminary     |                    | PRELIMINARY         | CTCUNI                  | First Time           |
| AETC  | ADULT EDUCATION TEACHING CRED.                  | P3   | Adult Education Teaching Credential                              | NT                   | Preliminary     |                    | PRELIMINARY         | CTCUNI                  | New Credential Type  |
| C8    | BILINGUAL AUTHORIZATION                         | C8   | Educator Authorization                                           | NT                   | Clear           |                    | ADDED AUTHORIZATION | UNIVERSITY OF SAN DIEGO | New Credential Type  |
| C8    | ADDED AUTHORIZATION IN SPECIAL EDUCATION        | C8   | Educator Authorization                                           | NT                   | Clear           |                    | ADDED AUTHORIZATION | CTCUNI                  | New Credential Type  |
| CTE   | CAREER TECHNICAL EDUCATION TEACHING CREDENTIAL  | P3   | Career Technical Education Teaching Credential                   | NT                   | Preliminary     |                    | PRELIMINARY         | CTCUNI                  | New Credential Type  |
| CTE   | CAREER TECHNICAL EDUCATION TEACHING CREDENTIAL  | P3   | Career Technical Education Teaching Credential                   | FT                   | Preliminary     |                    | PRELIMINARY         | CTCUNI                  | First Time           |
| MILS  | MATHEMATICS INSTRUCTIONAL LEADERSHIP SPECIALIST | CL   | Mathematics Instructional Leadership Specialist                  | NT                   | Clear           |                    |                     | CTCUNI                  | New Credential Type  |
| PK3   | PK-3 EARLY CHILDHOOD EDUCATION SPEC. INST. CRED | IN   | PK-3 Early Childhood Education Specialist Instruction Credential | FT                   | Intern          |                    | PRELIMINARY         | CTCUNI                  | First Time           |
| PK3   | PK-3 EARLY CHILDHOOD EDUCATION SPEC. INST. CRED | P5   | PK-3 Early Childhood Education Specialist Instruction Credential | FT                   | Preliminary     |                    | PRELIMINARY         | CTCUNI                  | First Time           |
| RLLS  | READING AND LITERACY LEADERSHIP SPECIALIST      | CL   | Reading and Literacy Leadership Specialist                       | NT                   | Clear           |                    |                     | CTCUNI                  | New Credential Type  |

- ii. The second option is to use the drop-down menu at the top right of the window to choose a category. Then, type in the information to correspond with the category. For example, you may select the category “Document Description”, and you may type in “Single Subject”. Please note the data in this field is case sensitive. Click **Find** and it will display all options for the Single Subject Credential.

\* Carefully select the correct document option. CTC Online will restrain authorization options depending on the Term selected for some documents.

| Query                |                                    |      |                                    |                |                 |                      |                  |                         |                      |
|----------------------|------------------------------------|------|------------------------------------|----------------|-----------------|----------------------|------------------|-------------------------|----------------------|
| Document Description |                                    |      |                                    | Single Subject |                 | Find                 |                  | 1 - 10 of 10-           |                      |
| Title                | Program Name                       | Term | Document Description               | Category       | Term Descriptio | Program Methodolog   | Program Type     | OrganizationName        | Category Description |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | FT             | Internship      | English              | 2042 PRELIMINARY | UNIVERSITY OF SAN DIEGO | First Time           |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | FT             | Internship      | Art                  | 2042 PRELIMINARY | CTCUNI                  | First Time           |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | FT             | Intern          | Dance                | 2042 PRELIMINARY | CTCUNI                  | First Time           |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | FT             | Intern          | World Languages: ELD | 2042 PRELIMINARY | CTCUNI                  | First Time           |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | NT             | Intern          | World Languages: ELD | 2042 PRELIMINARY | CTCUNI                  | New Credential Type  |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | NT             | Intern          | Dance                | 2042 PRELIMINARY | CTCUNI                  | New Credential Type  |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | NT             | Internship      | Art                  | 2042 PRELIMINARY | CTCUNI                  | New Credential Type  |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | IN   | Single Subject Teaching Credential | NT             | Internship      | English              | 2042 PRELIMINARY | CTCUNI                  | New Credential Type  |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | P5   | Single Subject Teaching Credential | FT             | Preliminary     | Music                | 2042 PRELIMINARY | UNIVERSITY OF SAN DIEGO | First Time           |
| TC1                  | SINGLE SUBJECT TEACHING CREDENTIAL | P5   | Single Subject Teaching Credential | FT             | Preliminary     | Health               | 2042 PRELIMINARY | UNIVERSITY OF SAN DIEGO | First Time           |

- b. Once you have located the document, click on it to highlight it. Then, click **OK**.
5. Select the Subject Matter Qualification Route the educator completed to meet subject matter competency. Please note the option you select will affect the options available in the second section of the document for the authorization.

Save

Cancel

\* = Required Field

Candidate Completion Date\*

7/1/2026

Issue Date\*

7/1/2026

Program Name

SINGLE SUBJECT TEACHING CREDENTIAL

Program Type

2042 PRELIMINARY

Document Title\*

Single Subject Teaching Credential

Document Term

Preliminary

Document Category

First Time

Methodology

English

Subject Matter

Qualification Route

County of Employment

Examination

SM program at a different IHE

SM program at the recommending IHE

SM by coursework

SM by coursework and exam combination

SM by degree major

6. Enter the county of employment by typing in the applicable county. Alternatively, you may select the county by clicking on the pick applet to the right of the “County of Employment” field.

Choose County

X

Query

Affiliation Site

Go

1 - 10 of 10

| Affiliation Site | Affiliation Cod | Affiliation Name                        | Relations |
|------------------|-----------------|-----------------------------------------|-----------|
| COE00            | 00              | NOT-APPLICABLE                          | COE       |
| COE01            | 01              | ALAMEDA COUNTY OFFICE OF EDUCATION      | COE       |
| COE02            | 02              | ALPINE COUNTY OFFICE OF EDUCATION       | COE       |
| COE03            | 03              | AMADOR COUNTY OFFICE OF EDUCATION       | COE       |
| COE04            | 04              | BUTTE COUNTY OFFICE OF EDUCATION        | COE       |
| COE05            | 05              | CALAVERAS COUNTY OFFICE OF EDUCATION    | COE       |
| COE06            | 06              | COLUSA COUNTY OFFICE OF EDUCATION       | COE       |
| COE07            | 07              | CONTRA COSTA COUNTY OFFICE OF EDUCATION | COE       |
| COE08            | 08              | DEL NORTE COUNTY OFFICE OF EDUCATION    | COE       |
| COE09            | 09              | EL DORADO COUNTY OFFICE OF EDUCATION    | COE       |

OK

Cancel

7. Click **Save** in the top left corner.
  - a. When recommending for a teaching credential, a pop-up window will appear to verify a TPA passing score. Select the appropriate option for the educator and click **OK**.
8. The first section will be complete.

New

Edit

\* = Required Field

Candidate Completion Date\*

7/1/2026

Issue Date\*

7/1/2026

Program Name

SINGLE SUBJECT TEACHING CREDENTIAL

Program Type

2042 PRELIMINARY

Document Title\*

Single Subject Teaching Credential

Document Term

Preliminary

Document Category

First Time

Methodology

English

Subject Matter

Examination

Qualification Route

County of Employment

SACRAMENTO COUNTY OFFICE OF EDUCATION

TPA Passing Score Verified

TPA passing score verified

## Creating Document Section Two - Authorization/Subjects

The second section of the document is active after the information for first section has been saved. Some of the “Authorization/Subjects” and “Renewal Requirements” fields have been pre-populated based on the document selected in the first section. Please note that not all authorizations will be automatically listed. You will need to manually add any additional authorization(s) or renewal code(s) as needed.

1. Select the appropriate button (**New**, **Exams** or **Subject Matter Program**) based on the selection in the first section of the document. In this example, “Examination” was selected for the Subject Matter Qualification Route. Therefore, **Exams** must be selected here.

| Authorization Code | Authorization Description | Subject Code | Subject Description | Major/ Minor | Added Authorization Date |
|--------------------|---------------------------|--------------|---------------------|--------------|--------------------------|
| ELAS               |                           | NONE         |                     | MAJ          |                          |

2. Selecting **Exams** will display a new set of buttons. Click **New** to begin entering the authorization.
  - a. Click on the pick applet to the right of the “Authorization Code” field. Select the subject area that matches the information selected in section one of the document. For this example, English was selected in section one. Therefore, English must be selected here.
  - b. The “Added Authorization Date” field is left blank for the initial authorization. You only need to fill in this date for additional authorizations.
  - c. Click **Save** to add the authorization. Verify the information selected is correct.

| Authorization Code | Authorization Description | Subject Code | Subject Description   | Major/ Minor | Added Authorization Date |
|--------------------|---------------------------|--------------|-----------------------|--------------|--------------------------|
| ELAS               |                           | NONE         |                       | MAJ          |                          |
| R1S                | Single Subject            | EN1X         | English (Examination) | MAJ          |                          |

3. For any additional authorizations that are being added, select the appropriate option for how the additional authorization was met. More detailed information on adding additional subject areas including Supplementary Authorizations, Subject Matter Authorizations, and Bilingual Authorizations can be found in the main [CTC Online Handbook](#).

## Creating Document Section Three – Renewal Requirements

The “Renewal Requirements” section is pre-populated based on the “Document Title” selected in the first section.

| Renewal Code | Renewal Description                                                                                                                                                                                                     | Additional Description |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| R14I         | This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor. | TC Code Not Required   |

The last part of the document is the Employment Restrictions section. If the document is a restricted document, such as the Intern Credential, make sure to enter in the correct employment restriction.

Then, click **Next**. Add attachments such as transcripts or exam scores, as needed. Once you are finished with attachments, click **Next** to take you to the final page for review and submission.

## Application Summary

Review the information for accuracy.

1. Confirm the information at the top of the final page matches what you intended to submit. If you need to edit any information, click **Edit** for the section you need to change.
2. Next, read the instructions at the bottom and select “Yes” from the drop-down menu. You will be presented with three options.
  - a. **Cancel** = cancels the entire process and removes it from the system.
  - b. **Save** = saves the information but does not submit the recommendation. This recommendation can then be completed at a later date without starting from Step 1.
  - c. **Submit** = submits the full recommendation and triggers an email to the educator to access CTC Online and complete the process, which includes completing the Professional Fitness Questions (PFQs) and submitting the payment.

1 of 1+

**Please read the following instructions.**

If you wish to edit any of your responses, click the 'Edit' button for the applicable section.

If you do not wish to submit the recommendation, nor save the completed recommendation, select 'Cancel'.

If you wish to add this application to your Filtered Recommends page, click the 'Save' button.

If you wish to submit this recommendation, select 'Yes' and click the 'Submit' button.

**As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that all of the foregoing statements in this application are true and correct.**

Please Select 'Yes/No':

Cancel

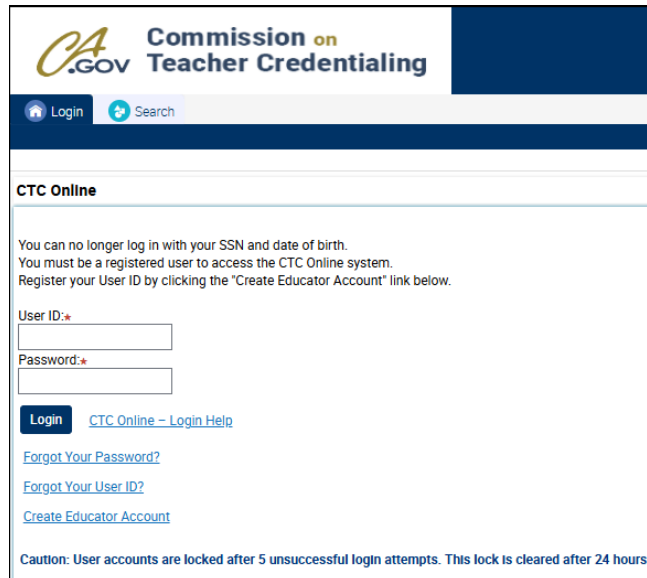
Save

Submit

## Add An Authorization

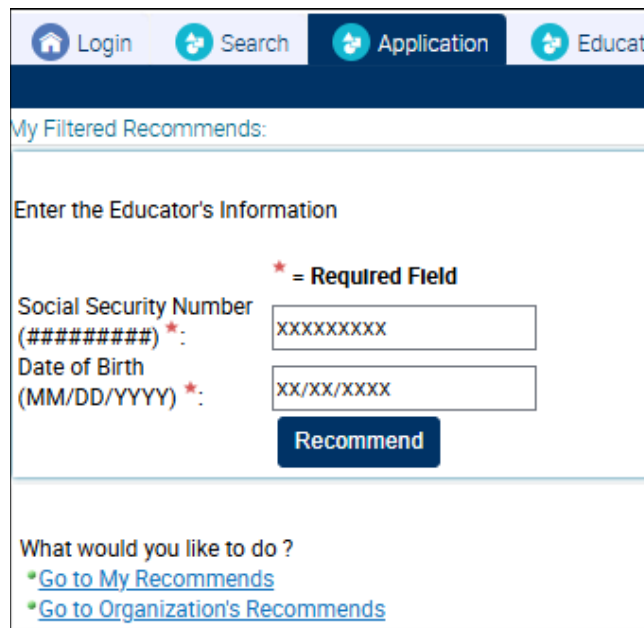
Credential categories of Added Authorizations (AA) are available based on the completion of a Commission-approved authorization program. When a new authorization is added to an existing credential, the credential is issued again. When the new authorization(s) is added, the document will display with the same credential title and expiration dates as the existing credential.

1. Log in to CTC Online by clicking the **CTC Online Services** link on the CTC homepage.



The screenshot shows the CTC Online login page. At the top is the logo for the Commission on Teacher Credentialing (CA.GOV). Below the logo are links for Login and Search. The main heading is "CTC Online". The text states: "You can no longer log in with your SSN and date of birth. You must be a registered user to access the CTC Online system. Register your User ID by clicking the 'Create Educator Account' link below." There are input fields for "User ID:" and "Password:". Below these fields are links for "Login", "CTC Online - Login Help", "Forgot Your Password?", "Forgot Your User ID?", and "Create Educator Account". A caution message at the bottom states: "Caution: User accounts are locked after 5 unsuccessful login attempts. This lock is cleared after 24 hours."

2. Navigate to the Application tab and enter the Social Security Number and Date of Birth of the candidate. Click **Recommend**.



The screenshot shows the CTC Online Application tab. At the top are links for Login, Search, Application, and Educator. The main heading is "My Filtered Recommends:". Below this is the section "Enter the Educator's Information". There is a legend: "\* = Required Field". The form has two input fields: "Social Security Number (#####) \*:" and "Date of Birth (MM/DD/YYYY) \*:". Both fields have placeholder text: "XXXXXXXX" and "XX/XX/XXXX" respectively. Below these fields is a "Recommend" button. At the bottom, there is a section "What would you like to do ?" with two links: "Go to My Recommends" and "Go to Organization's Recommends".

3. Review the educator's information. Then, click **Next**.

The screenshot shows the 'Educator Profile Portal' with a navigation bar containing 'Login', 'Search', 'Application', and 'Educator Profile Portal'. Below the navigation bar is the 'Educator Information' section. It includes a 'Create Person' button, a note about the CTC Online Application and Payment Help page, and a fingerprint status indicator showing 'Complete: No Action Required'. The form fields are as follows:

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| First Name*                       | TRAINING109                           |
| Middle Name                       | APPLICATION999                        |
| Last Name*                        | THREE                                 |
| E-mail*                           |                                       |
| Work Phone                        |                                       |
| Home Phone                        |                                       |
| Last Known County of Employment   | AMADOR COUNTY OFFICE OF EDUCATION     |
| Last Known District of Employment | AMADOR COUNTY UNIFIED SCHOOL DISTRICT |

At the bottom of the form are 'Back' and 'Next' buttons.

4. Select **Approved Institutions**.

The screenshot shows the 'Educator Detail' page with a navigation bar containing 'Login', 'Search', 'Application', and 'Educator Profile Portal'. Below the navigation bar is the 'Educator Detail' section. It includes a 'Recommendations' section with two links: 'Approved Institutions' and 'Authorized Agencies'. A green arrow points to the 'Approved Institutions' link.

5. Review the educator's credential information to select the appropriate document to which the authorization(s) will be added. Educators may hold multiple documents that are available to add an authorization. Please ensure you are selecting the correct one.
- The document must display the following information to be eligible:
    - Document Number
    - Status is Valid
6. Highlight the document you are ready to add an authorization. Click the **Add an Authorization** button to begin setting up the added authorization details.

The screenshot shows the 'Documents' section with a table and a row of buttons. The table has columns for 'Document Number', 'Title', 'Term', and 'Status'. The buttons are 'Go to Edit Document', 'Create New Document', 'Add an Authorization', and 'Upgrade a Document'. The 'Add an Authorization' button is highlighted with a green box.

| Document Number | Title | Term | Status▼ |
|-----------------|-------|------|---------|
|-----------------|-------|------|---------|

## Updating Document Section One – Program Information

1. Click **Edit** to begin editing the information in the first section.
2. Enter the Issue Date. The updated issuance date will be the date the educator completed the final requirement that qualifies them for the additional authorization as determined by the program. Click **Save**.

\* You may request an issuance date up to three months prior to the date the recommendation is submitted through the CTC Online system, if all requirements for the document were met by that date.

Please note, Title 5 Regulation Section 80440 (b) and (c) establish that a candidate's application must be received by the Commission within three months after the issuance date of the credential. An application is not considered to be complete and "received" by the Commission until payment has been received.

A dialog box with a white background and a thin border. At the top left are two blue buttons: 'Save' and 'Cancel'. Below them are four fields: 'Issue Date' with a text input containing '7/1/2026' and a calendar icon; 'Credential Title' with a text input containing 'Education Specialist Instruction Credential' and a magnifying glass icon; 'Credential Term' with a text input containing 'Clear' and a magnifying glass icon; and 'Credential Category' with a dropdown menu showing 'Added Authorization'.

## Updating Document Section Two – Authorizations/Subjects

1. Click **New**.

A screenshot of a web application interface. At the top is a blue header bar with the text 'Authorization / Subjects' on the left and a blue button labeled 'New' on the right. Below the header is a navigation bar with three buttons: 'Delete' (with a trash icon), 'Subject Matter Program', and 'Exams'. Below the navigation bar is a table with the following columns: 'Authorization Code', 'Authorization Description', 'Subject Code', 'Subject Description', 'Major/ Minor', 'Added Authorizati', and 'Organization'. The table has two rows: a yellow row with 'APEA', 'Mild/Moderate Disabilities', 'NONE', 'Mild/Moderate Disabilities', 'MAJ', and an empty cell; and a white row with 'R3MM', 'Mild/Moderate Disabilities', 'MM', 'Mild/Moderate Disabilities', 'MAJ', and an empty cell. At the bottom of the table are four small navigation icons: a double arrow, an up arrow, a down arrow, and a double arrow.

2. Click on the pick applet to the right of the "Authorization Code" field. Select the subject code that matches the authorization being added. Click **OK**.
3. Enter the date in the "Added Authorization Date" field. Please ensure the added authorization date correlates with the updated issuance date. Click **Save**.

A screenshot of a web application interface for 'Authorization / Subjects'. At the top left are two blue buttons: 'Save' and 'Cancel'. Below them are four fields: 'Authorization Code' with a text input containing 'AAAS' and a magnifying glass icon; 'Subject Code' with a dropdown menu showing 'NONE'; 'Authorization Description' with a text input; and 'Subject Description' with a text input. Below these are two more fields: 'Added Authorization Date' with a text input containing '7/1/2026' and a calendar icon; and 'Major/ Minor' with a dropdown menu showing 'MIN'.

## Updating Document Section Three – Renewal Requirements

Renewal codes are not entered when adding authorizations to an existing document. The Renewal Requirements section will **not** change.

| Renewal Requirements |                                                                                                                                                                                            |                        | New |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|
| Delete               |                                                                                                                                                                                            |                        |     |
| Renewal Code         | Renewal Description                                                                                                                                                                        | Additional Description |     |
| R20                  | To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years. |                        |     |
|                      |                                                                                                                                                                                            |                        |     |

Review the information entered in sections one and two. If everything looks correct, click **Next**. Add attachments such as transcripts or exam scores, as needed. Once you are finished with attachments, click **Next** to take you to the final page for review and submission.

## Application Summary

Review the information for accuracy.

1. Confirm the information at the top of the final page matches what you intended to submit. If you need to edit any information, click **Edit** for the section you need to change.
2. Next, read the instructions at the bottom and select “Yes” from the drop-down menu. You will be presented with three options.
  - a. **Cancel** = cancels the entire process and removes it from the system.
  - b. **Save** = saves the information but does not submit the recommendation. This recommendation can then be completed at a later date without starting from Step 1.
  - c. **Submit** = submits the full recommendation and triggers an email to the educator to access CTC Online and complete the process, which includes completing the Professional Fitness Questions (PFQs) and submitting the payment.

1 of 1+

Please read the following instructions.

If you wish to edit any of your responses, click the 'Edit' button for the applicable section.

If you do not wish to submit the recommendation, nor save the completed recommendation, select 'Cancel'.

If you wish to add this application to your Filtered Recommends page, click the 'Save' button.

If you wish to submit this recommendation, select 'Yes' and click the 'Submit' button.

As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that all of the foregoing statements in this application are true and correct.

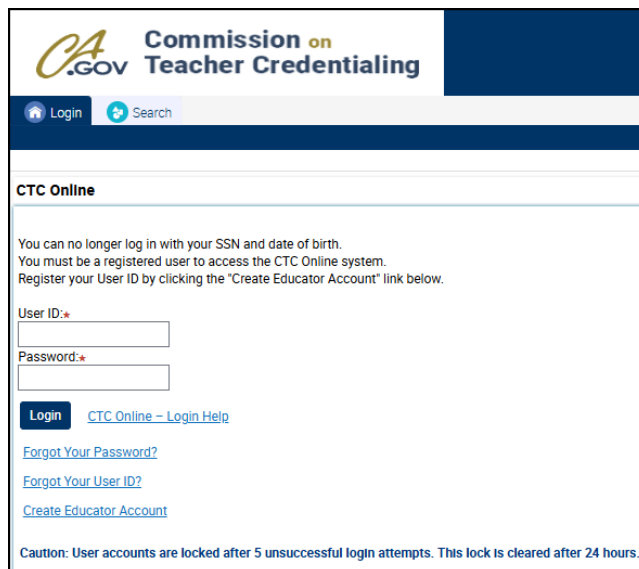
Please Select 'Yes/No':

[Back](#)[Cancel](#)[Save](#)[Submit](#)

## Upgrade A Document

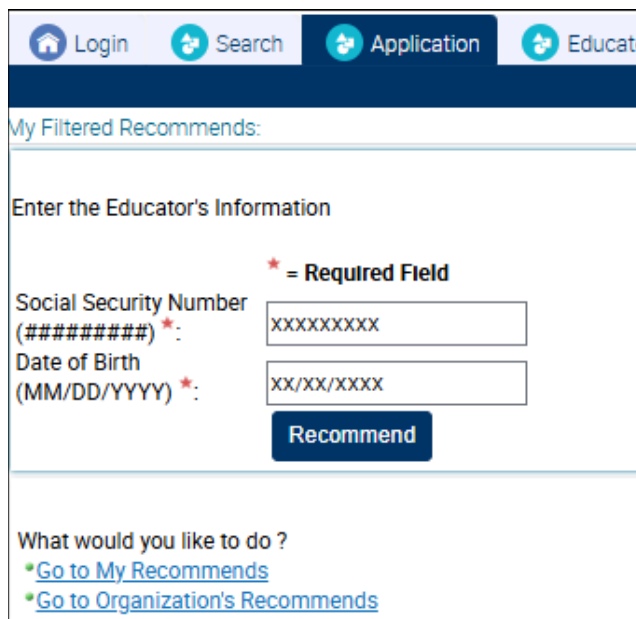
Educators who have completed program requirements may be eligible for the Clear Credential. To upgrade a document, please use the following steps:

1. Log in to CTC Online by clicking the **CTC Online Services** link on the CTC homepage.



The screenshot shows the CTC Online login page. At the top is the logo for the Commission on Teacher Credentialing (CA.GOV). Below the logo is a navigation bar with 'Login' and 'Search' buttons. The main heading is 'CTC Online'. A message states: 'You can no longer log in with your SSN and date of birth. You must be a registered user to access the CTC Online system. Register your User ID by clicking the "Create Educator Account" link below.' Below this message are input fields for 'User ID' and 'Password', both marked with a red asterisk. There is a 'Login' button and a link to 'CTC Online - Login Help'. Below the login fields are links for 'Forgot Your Password?', 'Forgot Your User ID?', and 'Create Educator Account'. At the bottom, a caution message reads: 'Caution: User accounts are locked after 5 unsuccessful login attempts. This lock is cleared after 24 hours.'

2. Navigate to the Application tab and enter the Social Security Number and Date of Birth of the candidate. Click **Recommend**.



The screenshot shows the 'Application' tab in the CTC Online system. The navigation bar at the top includes 'Login', 'Search', 'Application', and 'Educator'. Below the navigation bar is a section titled 'My Filtered Recommends:'. The main heading is 'Enter the Educator's Information'. A legend indicates that a red asterisk (\*) denotes a 'Required Field'. There are two input fields: 'Social Security Number (#####) \*' and 'Date of Birth (MM/DD/YYYY) \*'. Both fields contain placeholder text (XXXXXXXX and XX/XX/XXXX respectively). Below these fields is a 'Recommend' button. At the bottom, there is a section titled 'What would you like to do ?' with two links: 'Go to My Recommends' and 'Go to Organization's Recommends'.

3. Review the educator's information. Then, click **Next**.

Educator Information:

Create Person

Note: If you have any questions, please view the [CTC Online - Application and Payment Help](#) page.  
Note: If Fingerprint status is Incomplete contact the Fingerprint Unit at [Contact Us](#).

Fingerprint Status: Complete: No Action Required

First Name\*: TRAINING109  
Middle Name\*: APPLICATION999  
Last Name\*: THREE  
E-mail\*: tkent@ctc.ca.gov; prem.perumal@ctc.ca.gov; mail2premv@gmail.com  
Work Phone: (916) 324-1111  
Home Phone: (916) 324-1111  
Last Known County of Employment: AMADOR COUNTY OFFICE OF EDUCATION  
Last Known District of Employment: AMADOR COUNTY UNIFIED SCHOOL DISTRICT

Back Next

4. Select **Approved Institutions**.

Educator Detail:

Recommendations

- [Approved Institutions](#)
- [Authorized Agencies](#)

5. Review the educator's credential information to select the most recent Level I or Preliminary document to upgrade. Educators may hold multiple documents that are available for upgrade. Please ensure you are selecting the correct one.

a. The document must display the following information to be eligible for upgrade:

- Document Number
- Status is Valid

6. Highlight the document you are ready to upgrade. Click the **Upgrade a Document** button to begin setting up the upgraded document details.

Documents

Go to Edit Document Create New Document Add an Authorization Upgrade a Document

| Document Number | Title | Term | Status▼ |
|-----------------|-------|------|---------|
|-----------------|-------|------|---------|

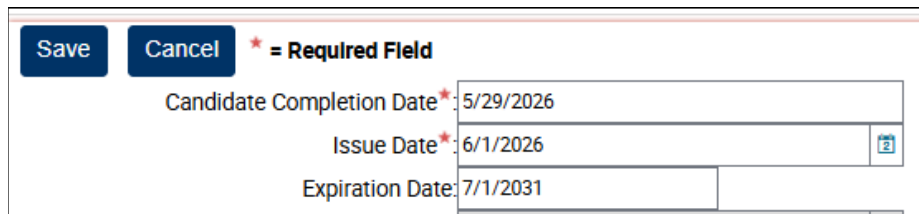
## Updating Document Section One – Program Information

1. Click **Edit** to begin editing the information in the first section.
2. Enter the updated Candidate Completion Date. This is the date the educator completed the final requirement that qualifies them for the document as determined by the program.
3. Enter the requested issuance date of the document. This issue date is based upon the following:
  - a. The completion date of Clear Program as determined by the program, if the educator is eligible and has met all the requirements for the document on that date.

\* You may request an Issuance Date up to three months prior to the date the recommendation is submitted through the CTC Online system, if all requirements for the document are met by that date.

Please note, Title 5 Regulation Section 80440 (b) and (c) establish that a candidate's application must be received by the Commission within three months after the issuance date of the credential. An application is not considered to be complete and "received" by the Commission until payment has been received.

4. Enter the expiration date of the document. Regardless of the document category selected (RN or RI), an upgraded document will expire the first day of the following month five years from the issuance date. For example:
  - a. Issuance date for the upgraded document: 6/1/2026
  - b. Expiration date for the upgraded document: 7/1/2031



|                                              |                                                                                                |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Save</b> <b>Cancel</b> * = Required Field |                                                                                                |
| Candidate Completion Date*                   | 5/29/2026                                                                                      |
| Issue Date*                                  | 6/1/2026  |
| Expiration Date                              | 7/1/2031                                                                                       |

### 5. ***Dependent Credential Dating***

- a. Dependent documents, such as the Administrative Services Credential, are an exception to the dating rule. The expiration date of the dependent document must align with the currently valid base credential. It is critical to review the guidance in [CIA 17-01 Dependent Credential Dating](#) to avoid errors when submitting dependent documents.
6. Click on the pick applet to the right of the "Credential Term" field to open a new window that displays all available terms.
    - a. Select the term for the document by clicking on the row with the correct information.
    - b. Click **OK** to populate the field.

Save Cancel \* = Required Field

Candidate Completion Date\*: 5/29/2026

Issue Date\*: 6/1/2026

Expiration Date: 7/1/2031

Recommendation Type: SINGLE SUBJECT TEACHING CREDENTIAL

Program Type: 2042 CLEAR

Credential Title\*: Single Subject Teaching Credential

Credential Term: Clear

Credential Category: Renewal

Methodology:

- Review the information selected for accuracy. If everything is correct, click **Save** in the top left corner to complete this section.

## Updating Document Section Two – Authorizations/Subjects

This section will not require editing. Additional Authorizations/Subjects **cannot** be added when upgrading a document through the CTC Online system.

Additional authorizations may be applied for after the Clear Credential recommendation has been granted and will require an additional application and fee.

## Updating Document Section Three – Renewal Requirements

The Renewal Requirements section may be blank, depending on the type of document that is being upgraded. If the appropriate renewal code has been auto populated, please skip to the end of this section. When this section is blank, add the new renewal code(s) for the Clear Credential.

- Click **New** to open the fields.

Renewal Requirements

Delete

New No Records

| Renewal Code | Renewal Description | Additional Description |
|--------------|---------------------|------------------------|
|              |                     |                        |

- Click on the pick applet to the right of the “Renewal Code” field. Select the code(s) that corresponds to the document.
- Click **Save** to add the renewal code(s).

Review the information entered in sections one and two. If everything looks correct, click **Next**. Add attachments such as transcripts or exam scores, as needed. Once you are finished with attachments, click **Next** to take you to the final page for review and submission.

## Application Summary

Review the information for accuracy.

3. Confirm the information at the top of the final page matches what you intended to submit. If you need to edit any information, click **Edit** for the section you need to change.
4. Next, read the instructions at the bottom and select “Yes” from the drop-down menu. You will be presented with three options.
  - a. **Cancel** = cancels the entire process and removes it from the system.
  - b. **Save** = saves the information but does not submit the recommendation. This recommendation can then be completed at a later date without starting from Step 1.
  - c. **Submit** = submits the full recommendation and triggers an email to the educator to access CTC Online and complete the process, which includes completing the Professional Fitness Questions (PFQs) and submitting the payment.

1 of 1+

Please read the following instructions.

If you wish to edit any of your responses, click the 'Edit' button for the applicable section.

If you do not wish to submit the recommendation, nor save the completed recommendation, select 'Cancel'.

If you wish to add this application to your Filtered Recommends page, click the 'Save' button.

If you wish to submit this recommendation, select 'Yes' and click the 'Submit' button.

As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that all of the foregoing statements in this application are true and correct.

Please Select 'Yes/No':

Back

Cancel

Save

Submit

## Go to Edit Document

A document may be edited either while creating it or after it has already been created. The **Edit** or **Go To Edit Document** options become available for selection when an Authorized Submitter selects a document created by them and has one of the following statuses:

- In Progress: the status of a document that has been saved by the authorized submitter, and “Yes” was not the selected in response to the declaration statement that appeared on the *Application Summary* view.
- Recommended: the status of a document that has been submitted by the authorized submitter, and “Yes” was the selected in response to the declaration statement that appeared on the *Application Summary* view.
- Awaiting Payment: the status of a document that has been submitted by the authorized submitter to the educator, and the educator has saved a partially completed application. The application and payment have not yet been submitted by the educator to the Commission.

- **Educator Return:** the document status when the educator has returned an application to the authorized submitter.
- **Ready for Submission:** the status of a document that has been saved by the authorized submitter, and “Yes” was the selected in response to the declaration statement that appeared on the *Application Summary* view.

When the application displays the status of Pending, the educator has already completed the application and payment process, and the document has been received by the Commission. The document can no longer be edited. For a list and description of all statuses, please refer to the Glossary of Terms in the full [CTC Online Handbook](#)

There are two locations to select the document that needs to be edited. You can find the document from either the “My Filtered Recommends” page or the “Approved Institutions” page.

## My Filtered Recommendations - Edit

The first section is on the “My Filtered Recommends” page. Use the following steps:

1. Log into the CTC Online system.
2. Select the Application tab to navigate to the “My Filtered Recommends” page.
3. From the list of documents, select the document that needs to be edited by clicking on the hyperlink document title

My Filtered Recommendations:

Enter the Educator's Information

\* = Required Field

Social Security Number (#####)\*:

Date of Birth (MM/DD/YYYY)\*:

What would you like to do ?

[Go to My Recommendations](#)

[Go to Organization's Recommendations](#)

**Documents**   1 - 10 of 10+

| Select | Created By | Created               | Document Title                                                 | First Name | Last Name  | Status      |
|--------|------------|-----------------------|----------------------------------------------------------------|------------|------------|-------------|
| No     | CERTONLINE | 8/1/2025 07:53:40 AM  | <a href="#">Child Development Associate Teacher Permit</a>     | ANGEL      | TESTPERSON | In Progress |
| No     | CERTONLINE | 8/6/2025 09:27:48 AM  | <a href="#">Administrative Services Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 8/13/2025 07:47:02 AM | <a href="#">Child Development Site Supervisor Permit</a>       | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 8/14/2025 12:36:34 PM | <a href="#">Career Technical Education Teaching Credential</a> | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/4/2025 03:49:08 PM  | <a href="#">Single Subject Teaching Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/4/2025 03:53:10 PM  | <a href="#">Single Subject Teaching Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/4/2025 03:55:04 PM  | <a href="#">Single Subject Teaching Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/4/2025 03:57:49 PM  | <a href="#">Single Subject Teaching Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/22/2025 08:22:49 AM | <a href="#">Administrative Services Credential</a>             | TRAININ    | THREE      | In Progress |
| No     | CERTONLINE | 9/22/2025 08:28:30 AM | <a href="#">Administrative Services Credential</a>             | NANCY      | PASSARETTI | In Progress |

4. From here, you may edit information in each section of the document. Refer to [Creating A New Document](#) for help on entering the appropriate information in each section.
  - a. Click **Edit** to open the editable fields in the *first* section if changes are necessary. Delete the information in the editable fields and repeat the steps for entering the correct information in the fields.
  - b. Click the appropriate button (Exams, Subject Matter Program or Authorization) in the *second* section if changes are necessary.

- c. Click **Edit** to open the editable fields in the *third* section if changes are needed and you entered the Renewal Code. Delete the incorrect Renewal Code.
  - d. Click **Edit** to open the editable fields in the *fourth* section if changes are needed and you entered the Employment Restrictions. Delete the incorrect Employment Restrictions.
5. Review the document sections for accuracy and completeness. If everything looks correct, click **Next**. Add attachments such as transcripts or exam scores, as needed. Once you are finished with attachments, click **Next** to take you to the final page for review and submission.

My Filtered Recommends:THREE | Document Detail – Authorization / Subjects:

New

Edit

\* = Required Field

Candidate Completion Date\*: 5/29/2026

Issue Date\*: 6/1/2026

Program Name: SINGLE SUBJECT TEACHING CREDENTIAL

Program Type: 2042 PRELIMINARY

Document Title\*: Single Subject Teaching Credential

Document Term: Preliminary

Document Category: New Credential Type

Methodology: Art

Subject Matter: Examination

Qualification Route:

County of Employment: SACRAMENTO COUNTY OFFICE OF EDUCATION

TPA Passing Score Verified: TPA passing score verified

Authorization / Subjects

New Delete 1 - 2 of 2

Subject Matter Program

Exams

For Single Subject Credential Title documents, first select either the Subject Matter Program or Exams button.

Supplementary Authorization

| Authorization Code | Authorization Description | Subject Cod | Subject Descriptio | Major/ Mir | Added Authorization Date |
|--------------------|---------------------------|-------------|--------------------|------------|--------------------------|
| ELAS               |                           | NONE        |                    | MAJ        |                          |
| R1S                | Single Subject            | ARTX        | Art (Examination)  | MAJ        |                          |

Renewal Requirements

New 1 - 1 of 1

Delete

| Renewal Code | Renewal Description                                                                                                                                                                                                     | Additional Description |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| R14I         | This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor. | TC Code Not Required   |

Employment Restrictions

New Delete No Records

| Organization Type | Organization | County |
|-------------------|--------------|--------|
|-------------------|--------------|--------|

Back

Cancel

Next

Additional actions from this view:

1. Select the “Application” tab to save and close the document with a status of In Progress and return to the “My Filtered Recommends” view.
2. The **Cancel** button to the bottom left of the **Next** button will delete and purge the document.
3. The **Back** button is not active on this view.

## Approved Institutions - Edit

The second section is on the “Approved Institutions” page. Use the following steps:

1. Log into the CTC Online system.

2. Navigate to the Application tab and enter the Social Security Number and Date of Birth of the educator. Click **Recommend**.
3. Review the educator's information. Then, click **Next**.
4. Select **Approved Institutions**.
5. Select the document that needs to be edited by clicking on the row of information.
6. Click the **Go to Edit Document** button

Approved Institutions:

|                                    |                            |                                                          |
|------------------------------------|----------------------------|----------------------------------------------------------|
| Last Name: THREE                   | Home Phone: (916) 324-1111 | Last Known County of Employment: AMADOR COUNTY OFFICE OF |
| First Name: TRAINING109            | Work Phone: (916) 324-1111 | Adverse Action Indicator:                                |
| Middle Name: APPLICATION999        | Fee Credit Available: N    | Fingerprint Process Complete: Y                          |
| E-mail: tkent@ctc.ca.gov.prem.pern | Fee Credit Amount: \$0.00  |                                                          |

Documents 1 - 4 of 10+ ◀ ▶

**Go to Edit Document** Create New Document Add an Authorization Upgrade a Document

| Document Number | Title                                       | Term        | Status  | Category            | Issue Date | Expiration Date | Application Status |
|-----------------|---------------------------------------------|-------------|---------|---------------------|------------|-----------------|--------------------|
|                 | Single Subject Teaching Credential          | Preliminary | Pending | New Credential Type | 6/1/2026   | 7/1/2031        | Recommended        |
|                 | Single Subject Teaching Credential          | Preliminary | Pending | First Time          | 7/1/2026   |                 | In Progress        |
|                 | Single Subject Teaching Credential          | Preliminary | Pending | First Time          | 7/1/2026   |                 | In Progress        |
|                 | Education Specialist Instruction Credential | Clear       | Pending | New Credential Type |            |                 | In Progress        |

7. From here, you may edit information in each section of the document. Refer to [Creating A New Document](#) for help on entering the appropriate information in each section.
  - a. Click **Edit** to open the editable fields in the *first* section if changes are necessary. Delete the information in the editable fields and repeat the steps for entering the correct information in the fields.
  - b. Click the appropriate button (Exams, Subject Matter Program or Authorization) in the *second* section if changes are necessary.
  - c. Click **Edit** to open the editable fields in the *third* section if changes are needed and you entered the Renewal Code. Delete the incorrect Renewal Code.
  - d. Click **Edit** to open the editable fields in the *fourth* section if changes are needed and you entered the Employment Restrictions. Delete the incorrect Employment Restrictions.
2. Review the document sections for accuracy and completeness. If everything looks correct, click **Next**. Add attachments such as transcripts or exam scores, as needed. Once you are finished with attachments, click **Next** to take you to the final page for review and submission.

Document Detail – Authorization / Subjects:

New

Edit

\* = Required Field

Candidate Completion Date: 5/29/2026  
Issue Date: 6/1/2026  
Program Name: SINGLE SUBJECT TEACHING CREDENTIAL  
Program Type: 2042 PRELIMINARY  
Document Title: Single Subject Teaching Credential  
Document Term: Preliminary  
Document Category: New Credential Type  
Methodology: Art

Subject Matter: Examination  
Qualification Route: SACRAMENTO COUNTY OFFICE OF EDUCATION  
County of Employment: TPA passing score verified

Authorization / Subjects

New Delete 1 - 2 of 2

Subject Matter Program

Exams

For Single Subject Credential Title documents, first select either the Subject Matter Program or Exams button.

Supplementary Authorization

| Authorization Code | Authorization Description | Subject Code | Subject Description | Major/ Minc | Added Authorization Date |
|--------------------|---------------------------|--------------|---------------------|-------------|--------------------------|
| ELAS               |                           | NONE         |                     | MAJ         |                          |
| R1S                | Single Subject            | ARTX         | Art (Examination)   | MAJ         |                          |

Renewal Requirements

New 1 - 1 of 1

Delete

| Renewal Code | Renewal Description                                                                                                                                                                                                     | Additional Description |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| R14I         | This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor. | TC Code Not Required   |

Employment Restrictions

New Delete No Records

| Organization Type | Organization | County |
|-------------------|--------------|--------|
|-------------------|--------------|--------|

Back

Cancel

Next

Additional actions from this view:

1. Select the “Application” tab to save and close the document with a status of In Progress and return to the “My Filtered Recommends” view.
2. The **Cancel** button to the bottom left of the **Next** button will delete and purge the document.
3. The **Back** button is not active on this view.

## Additional Assistance

If you experience any issues, please utilize the Commission’s [Contact Us](#) on our website. To help us assist you as quickly as possible, include the following in your correspondence:

- Educator’s full name and date of birth
- Brief description of what you are attempting to recommend for
- Screenshots of the page you are working on and,
- Any error or troubleshooting messages you are receiving