



Credential Information Alert

DATE: August 25, 2026

NUMBER: 26-04

SUBJECT: Additional Documents Available for Direct Applications Through CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for the following documents can now be submitted directly by educators through CTC Online:

- Adding a bilingual authorization to an existing credential based on exam, previously issued comparable document, or comparable out-of-state authorization
 - Found under General Application Category – Adding an English Learner or Bilingual Authorization
- Adding an English learner authorization to an existing credential based on CTEL exam, previously issued comparable document, or comparable out-of-state authorization
 - Found under General Application Category – Adding an English Learner or Bilingual Authorization
- Adding a full special education authorization to existing Education Specialist Credential based on comparable out-of-state authorization
 - Found under General Application Category – Expanding Certification Areas
- PK-3 Early Childhood Education (ECE) Specialist Instruction Credential for existing Multiple Subject Credential holders
 - Found under General Application Category – Expanding Certification Areas
- Subject Matter Authorization to Multiple Subject or Single Subject Credentials
 - Found under General Application Category – Expanding Certification Areas

- Supplementary Authorization to Multiple Subject or Single Subject Credentials
 - Found under General Application Category – Expanding Certification Areas
- Request to upgrade a preliminary credential based on holding a clear California credential
 - Found under General Application Category – Educators Prepared Out-of-State/Alternative Preparation
- Upgrade to Clear Multiple Subject Teaching Credentials based on out-of-state/alternate preparation
 - Found under General Application Category – Educators Prepared Out-of-State/Alternative Preparation
- Upgrade to Clear Single Subject Teaching Credentials based on out-of-state/alternate preparation
 - Found under General Application Category – Educators Prepared Out-of-State/Alternative Preparation
- Upgrade to Clear Education Specialist Instruction Credentials based on out-of-state/alternate preparation
 - Found under General Application Category – Educators Prepared Out-of-State/Alternative Preparation

Key Provisions:

The Commission is continuing its expansion of documents available for online submission and is pleased to announce that educators may begin submitting direct online applications for the aforementioned documents. Submission of online courtesy applications by Local Employment Agencies (LEAs) is not available with this update. 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. Credential 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 authorization. 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.

The direct online submission process is not available for individuals who complete a Commission-approved program or a combination of program coursework/exam for the English learner or bilingual authorization. A formal recommendation for the added authorization must be obtained by the program sponsor. Additionally, if a Commission-approved induction program is completed for the upgrade to clear credential documents, a formal recommendation for the clear credential by the program sponsor is required.

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.

References - Credential Leaflets and Resources:

English Learner Authorization – CLAD Certificate:

<https://www.ctc.ca.gov/credentials/leaflets/cl-628c/>

Bilingual Authorizations: <https://www.ctc.ca.gov/credentials/leaflets/cl-628b/>

Education Specialist Requirements for Individuals Prepared Out-of-State:

<https://www.ctc.ca.gov/credentials/leaflets/cl-808/>

PK-3 Early Childhood Education (ECE) Specialist Instruction Credential:

<https://www.ctc.ca.gov/credentials/leaflets/cl-912/>

Supplementary Authorizations for Multiple Subject and Standard Elementary Teaching Credentials: <https://www.ctc.ca.gov/credentials/leaflets/cl-629/>

Supplementary Authorizations for Single Subject, Standard Secondary, and Special Secondary Teaching Credentials: <https://www.ctc.ca.gov/credentials/leaflets/cl-603/>

Subject Matter Authorizations: <https://www.ctc.ca.gov/credentials/leaflets/cl-852/>

Approved Regulations Regarding Teacher Induction Programs and the Issuance of New Type Clear Credentials (CIA 19-03): <https://docs.ctc.ca.gov/Document/Download/30933>

Clear Your Credential: <https://www.ctc.ca.gov/credentials/clear-credential/>

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

References- Checklists:

Adding a Bilingual Authorization Via Exam: <https://www.ctc.ca.gov/credentials/checklist-add-ba-exam/>

Adding an English Learner Authorization Via Exam:
<https://www.ctc.ca.gov/credentials/checklist-add-ela-exam/>

Education Specialist Instruction Credential Holders Who Want to Add Another Specialty Area:
<https://www.ctc.ca.gov/credentials/spec-inst-cred-add-spec-area-checklist/>

Multiple Subject Credential Holders Who Want to Add A PK-3 Credential:
<https://www.ctc.ca.gov/credentials/checklist-ms-add-pk-3/>

Multiple Subject or Single Subject Teaching Credential Holders Who Want to Add a Subject Matter Authorization: <https://www.ctc.ca.gov/credentials/checklist-ms-ss-add-sma/>

Multiple Subject or Single Subject Teaching Credential Holders Who Want to Add a Supplementary Authorization: <https://www.ctc.ca.gov/credentials/checklist-ms-ss-add-suppl/>

Clear Teaching Credential Holders Who Are Applying for Another Clear Teaching Credential:
<https://www.ctc.ca.gov/credentials/clear-cred-holders-mult-clear-cred/>

Holders of Preliminary Teaching Credentials Who Want to Upgrade to a Clear:
<https://www.ctc.ca.gov/credentials/checklist-prelim-upgrade-clear/>

Important Dates:

The Commission will begin accepting direct online 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>.