



Credential Information Alert

DATE: September 21, 2026

NUMBER: 26-06

SUBJECT: Launch of the New Declaration of Need Portal

Summary:

The purpose of this Credential Information Alert (CIA) is to provide information regarding an update to the Declaration of Need for Fully Qualified Educators (DON) online submission process and the new DON portal located in the Educator Credentialing System (ECS).

Key Provisions:

The DON is established by California Code of Regulations §80026. It is an annual document required by an employing Local Educational Agency (LEA) as a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency.

In addition to Limited Assignment Teaching Permits, Emergency Permits that require a DON are as follows:

- Emergency CLAD / English Learner Authorization
- Emergency Bilingual Authorization
- Emergency Resource Specialist
- Emergency Teacher Librarian Services
- Emergency Transitional Kindergarten (ETK)

Provisional Internship Permits, Short-Term Staff Permits, Career Substitute Teaching Permits, and Variable Term Waivers do not require a DON.

Beginning September 21, 2026, DONs are to be submitted via the Commission's DON portal located in the [Organization Portal](#) within ECS.

DON Portal (ECS):

The Commission's DON portal was created to allow agencies to meet the DON submission requirements. To improve efficiency and reduce the need for follow-up requests, the new digital DON submission system ensures that all necessary information is provided before a form can be successfully submitted.

As of the date of this CIA, any new DON requests must be submitted via the DON portal in ECS. Any DON submissions postmarked prior to the date of this CIA will still be processed when received.

A new [DON Guideline Book](#) with detailed, step-by-step submission instructions has been made available for LEAs.

Effective as of the date of this CIA, the DON email address (DON@ctc.ca.gov) will be retired.

References:

Organization Portal (ECS):

<https://ecsorganizations.ctc.ca.gov/Account/Login?ReturnUrl=%2F>

DON Guideline Book for LEAs:

<https://docs.ctc.ca.gov/Document/Download/31530>

Important Dates:

As of the date of this CIA, the Commission will begin accepting DON requests via the DON portal in ECS. From this date forward, the DON email address (DON@ctc.ca.gov) will be retired.

Contact Information:

Questions regarding DONs may be directed to the Commission's Division of Licensure Certification via the [contact us form](#) (category: *Declaration of Need*).