



Credential Information Alert

DATE: September 23, 2026

NUMBER: 26-07

SUBJECT: Guidance on Submitting Direct Online Applications

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties about the reorganization of direct application selection options in CTC Online.

Key Provisions:

With the majority of documents available for application through CTC Online and to streamline the application process, the Commission is pleased to announce an update that includes a reorganization of the options for direct online submission. A new option, Area, has been added as the first drop down.

The screenshot shows a web form with three dropdown menus: 'Area', 'General Application Category', and 'Type of Credential/Permit Requested'. The 'Area' dropdown is open, showing a list of options: 'Select', 'Permits', 'Services Credentials', 'Teaching Credentials', and 'Adding Authorizations or Extending Credentials'. A 'Back' button is visible at the bottom left of the form.

This selection will filter the general credential/permit type options:

The screenshot shows the same web form as above, but now the 'Area' dropdown is set to 'Permits'. The 'General Application Category' dropdown is also open, showing options: 'Substitute Permits' and 'Child Development Permits'. The 'Type of Credential/Permit Requested' dropdown remains closed. A 'Back' button is visible at the bottom left of the form.

Additional information is provided below for successful submission of online applications.

The following documents can be submitted directly by educators through CTC Online:

Area: Permits

- Child Development Permits (all levels)
- Emergency 30-Day Substitute Teaching Permit
- Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit
- Emergency Substitute Teaching Permit for Prospective Teachers

Area: Services Credentials

- Administrative Services Credentials (California prepared via exam, prepared out-of-state, upgrade Certificate of Eligibility to Preliminary, request remainder of time on Preliminary)
- Clinical or Rehabilitative Services Credential
- Pupil Personnel Services Credential
- School Nurse Services Credential
- Speech-Language Pathology Services Credentials
- Teacher Librarian Services Credential

Area: Teaching Credentials

- Education Specialist Instruction Credential based on alternate preparation (out-of-state, National Board, and outside the United States)
- Multiple Subject Credential based on alternate preparation (out-of-state, National Board, outside the United States, Private School and Peace Corps)
- Single Subject Credential based on alternate preparation (out-of-state, National Board, outside the United States, Private School and Peace Corps)
- New full authorization to existing Multiple Subject or Single Subject Credential (80499)
- Reading and Literacy Leadership Specialist Credential (out-of-state preparation)

- Removing renewal requirements listed on a Preliminary Teaching Credential
- Upgrading a Preliminary Teaching Credential to Clear
- Upgrading Preliminary Teaching Credential based on holding a Clear Teaching Credential of another type
- Upgrading to Clear Education Specialist Instruction Credential based on out-of-state preparation (Route 2)
- Upgrading to Clear Multiple Subject Teaching Credential based on out-of-state preparation (Route 2)
- Upgrading to Clear Single Subject Teaching Credential based on out-of-state preparation (Route 2)

Area: Adding Authorizations or Extending Credentials

- Education Specialist Bridge Authorizations
- Extension by Appeal
- English Learner Authorization (by exam, previously issued comparable document, or comparable out-of-state authorization)
- Bilingual Authorization (by exam, previously issued comparable document, or comparable out-of-state authorization)
- PK-3 Early Childhood Education (ECE) Specialist Instruction Credential (for existing Multiple Subject Credential holders)
- New full specialty area to an existing Education Specialist Instruction Credential (based on comparable out-of-state authorization)
- Reading and Literacy Added Authorization
- Subject matter authorization (added to Multiple Subject or Single Subject Credential)
- Supplementary authorization (added to Multiple Subject or Single Subject Credential)

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.

References- Resources:

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

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

References- Checklists:

Education Specialist Instruction Credential Checklist for Educators Prepared in Another State- Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-edsp-oos-less-2-years/>

Education Specialist Instruction Credential Checklist for Educators Prepared in Another State- Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-edsp-oos-more-2-years/>

Education Specialist Instruction Credential Checklist for Educators Prepared in Another State- National Board Certification: <https://www.ctc.ca.gov/credentials/checklist-edsp-oos-nbc/>

Education Specialist Instruction Credential Checklist for Educators Prepared Outside of the United States: <https://www.ctc.ca.gov/credentials/checklist-edsp-out-of-us/>

Multiple Subject Credential Checklist for Educators Prepared in Another State- Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-msc-oos-less-2-years/>

Multiple Subject Credential Checklist for Educators Prepared in Another State- Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-msc-oos-more-2-years/>

Multiple Subject Credential Checklist for Educators Prepared in Another State- National Board Certification: <https://www.ctc.ca.gov/credentials/checklist-msc-oos-nbc/>

Multiple Subject Credential Checklist for Educators Prepared Outside of the United States: <https://www.ctc.ca.gov/credentials/checklist-msc-out-of-us/>

Multiple Subject Credential Checklist for Educators with Peace Corps Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-msc-peace-corps/>

Multiple Subject Credential Checklist for Educators with 3-5 Years of Private School Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-msc-pste-3-5-years/>

Multiple Subject Credential Checklist for Educators with 6 or More Years of Private School Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-msc-pste-6-years/>

Single Subject Credential Checklist for Educators Prepared in Another State- Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-ssc-oos-less-2-years/>

Single Subject Credential Checklist for Educators Prepared in Another State- Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-ssc-oos-more-2-years/>

Single Subject Credential Checklist for Educators Prepared in Another State- National Board Certification: <https://www.ctc.ca.gov/credentials/checklist-ssc-oos-nbc/>

Single Subject Credential Checklist for Educators Prepared Outside of the United States: <https://www.ctc.ca.gov/credentials/checklist-ssc-out-of-us/>

Single Subject Credential Checklist for Educators with Peace Corps Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-ssc-peace-corps/>

Single Subject Credential Checklist for Educators with 3-5 Years of Private School Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-ssc-pste-3-5-years/>

Single Subject Credential Checklist for Educators with 6 or More Years of Private School Teaching Experience: <https://www.ctc.ca.gov/credentials/checklist-ssc-pste-6-years/>

Checklist for Single Subject Credential Holders Who Want to Add Another Authorization: <https://www.ctc.ca.gov/credentials/checklist-ssc-add-auth/>

Checklist for Multiple Subject Credential Holders Who Want to Add a Single Subject Credential: <https://www.ctc.ca.gov/credentials/checklist-msc-add-ssc/>

Checklist for Single Subject Credential Holders Who Want to Add a Multiple Subject Credential: <https://www.ctc.ca.gov/credentials/checklist-ssc-add-msc/>

Clear Reading and Literacy Leadership Specialist Credential Checklist for Reading Specialists Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-clear-rlsc-oos/>

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/>

Removing Requirements Listed on a Preliminary Teaching Credential: <https://www.ctc.ca.gov/credentials/remove-require-prelim-teach-cred/>

Administrative Services Credential Checklist Prepared Via Exam: <https://www.ctc.ca.gov/credentials/checklist-admin-prepared-exam/>

Admin Services Checklist for Admins Prepared in Another State: 5 Years of Teaching Experience (Route 1): <https://www.ctc.ca.gov/credentials/checklist-admin-oos-5-years/>

Admin Services Checklist for Admins Prepared in Another State: Less than 5 Years of Teaching Experience (Route 2): <https://www.ctc.ca.gov/credentials/checklist-admin-oos-less-5-years/>

Admin Services Checklist for Admins Prepared in Another State: 5 Years of Teaching Experience and 3 Years of Admin Experience (Route 3): <https://www.ctc.ca.gov/credentials/checklist-admin-oos-5-te-3-ae/>

Checklist for Clinical or Rehabilitative Services Credential in Audiology Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-crs-audio-oos/>

Checklist for Clinical or Rehabilitative Services Credential in Audiology with Master's Degree and License in Audiology: <https://www.ctc.ca.gov/credentials/checklist-crs-audio-masters/>

Checklist for Clinical or Rehabilitative Services Credential in Orientation & Mobility Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-crs-om-oos/>

Preliminary Pupil Personnel Services Credential in School Counseling Checklist for Educators Prepared in Another State- Initial: <https://www.ctc.ca.gov/credentials/checklist-prelim-pps-oos-sc/>

Preliminary Pupil Personnel Services Credential in School Social Work Checklist for Educators Prepared in Another State- Initial: <https://www.ctc.ca.gov/credentials/checklist-prelim-pps-oos-ssw/>

Preliminary Pupil Personnel Services Credential in School Psychology Checklist for Educators Prepared in Another State- Initial: <https://www.ctc.ca.gov/credentials/checklist-prelim-pps-oos-sp/>

Clear Pupil Personnel Services Credential Checklist for Educators Prepared in Another State- School Counseling: <https://www.ctc.ca.gov/credentials/checklist-clear-pps-oos-sc/>

Clear Pupil Personnel Services Credential- School Counseling Checklist for National Board Certified Educators: <https://www.ctc.ca.gov/credentials/checklist-clear-pps-sc-nbc/>

Clear Pupil Personnel Services Credential Checklist for Educators Prepared in Another State- School Social Work: <https://www.ctc.ca.gov/credentials/checklist-clear-pps-oos-ssw/>

Clear Pupil Personnel Services Credential Checklist for Educators Prepared in Another State- School Psychology: <https://www.ctc.ca.gov/credentials/checklist-clear-pps-oos-sp/>

Clear Pupil Personnel Services Credential Checklist for Educators Prepared in Another State- Child Welfare and Attendance: <https://www.ctc.ca.gov/credentials/checklist-clear-pps-oos-cwa/>

Preliminary School Nurse Services Credential Checklist: <https://www.ctc.ca.gov/credentials/checklist-prelim-sns/>

Preliminary Speech-Language Pathology Services Credential Checklist for Educators Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-prelim-slps-oos/>

Clear Speech-Language Pathology Services Credential Checklist for Educators Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-clear-slps-oos/>

Checklist for Holders of Clinical or Rehabilitative Credentials in LSH Who Want to Upgrade to a SLP Credential: <https://www.ctc.ca.gov/credentials/checklist-lsh-upgrade-slp/>

Checklist for Holders of Preliminary Speech-Language Pathology Services Credentials Who Want to Upgrade to Clear: <https://www.ctc.ca.gov/credentials/checklist-pslp-upgrade-clear/>

Teacher Librarian Services Credential Checklist for Teacher Librarians Prepared in Another State: <https://www.ctc.ca.gov/credentials/checklist-tls-oos/>

Checklist for Teacher Librarian Services Credential- National Board Certification: <https://www.ctc.ca.gov/credentials/checklist-tls-nbc/>

Child Development Assistant Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-assistant/>

Child Development Associate Teacher Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-associate/>

Child Development Teacher Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-teacher/>

Child Development Master Teacher Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-master/>

Child Development Site Supervisor Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-site-supervisor/>

Child Development Program Director Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-child-dev-prog-director/>

Checklist for Independent Care Emphasis Authorization for Child Development Assistant Permit: <https://www.ctc.ca.gov/credentials/checklist-independent-auth-cd-permit/>

Emergency 30-Day Substitute Teaching Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-emergency-30-day-sub/>

Checklist for Emergency Substitute Permit for Prospective Teachers- Initial: <https://www.ctc.ca.gov/credentials/checklist-emergency-sub-initial/>

Checklist for Emergency Substitute Permit for Prospective Teachers- One-Time Renewal: <https://www.ctc.ca.gov/credentials/checklist-emergency-sub-renewal/>

Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit Checklist: <https://www.ctc.ca.gov/credentials/checklist-eds-cte-30-day-sub/>

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/>

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

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

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

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/>

Checklist for Reading and Literacy Added Authorization- National Board Certification: <https://www.ctc.ca.gov/credentials/checklist-rl-add-auth-nbc/>

Important Dates:

The CTC Online update is available 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>.