



Credential Information Alert

DATE: October 14, 2026

NUMBER: 26-08

SUBJECT: Applications for New Type Clear Credentials Available for Program Sponsors Through CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that the CTC Online system has been updated to allow preliminary program sponsors to submit courtesy applications for a new clear credential. This is specifically for individuals who already held a clear teaching credential and subsequently completed teacher preparation program for another document type.

Key Provisions:

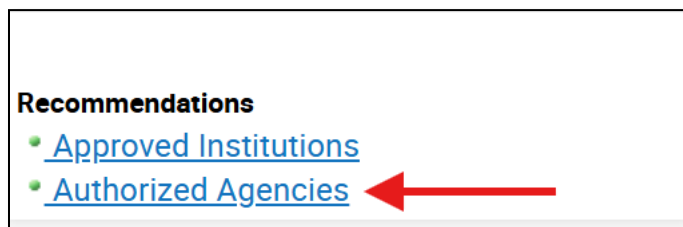
Commission-approved preliminary program sponsors can now submit online courtesy applications for new clear teaching credentials for educators that already hold a clear teaching credential in a separate credential area (e.g. submit a clear special education credential courtesy application for those who hold a clear general education credential).

California Code of Regulations (CCR) allows an educator who holds a clear teaching credential in one area, general education or special education, to be issued a clear special education or general education credential upon completion of the appropriate preliminary teacher preparation program. This update to CTC Online allows program sponsors to submit the application for the new credential type as an **online courtesy** without having to recommend for the preliminary credential first.

This functionality is available as of the date of this CIA. **Program sponsors who currently have access to submit Extensions by Appeal through CTC Online are automatically linked to the new clear option as of the date of this CIA.** Those who do not have access to the extensions must submit form CL-897 to update their options. Credential applications submitted online will be processed in the standard 50 business days timeframe.

Online Submissions Directly by Commission-Approved Teacher Preparation Programs:

Commission-approved teacher program sponsors submit online courtesy applications through the CTC Online system. Further information can be found on the Commission's website under the [CTC Online – Processing Recommendations](#) section. Since these submissions are considered courtesy applications, programs will need to select Authorized Agencies for this application type:



Programs should select the appropriate document title and program type "COURTESY". The category description for these documents is "Single Induction".

Query					Program Type		COURTESY	Find	1 - 10 of 10
Title	Program Type	Document Description	Program Name	OrganizationName	Category	Term	Term Descripti	Category Descripti	Program Methodology
TC1	COURTESY	Single Subject Teaching Credential	SINGLE SUBJECT TEACHING CREDENTIAL	CTCUNI	SI	CL	Clear	Single Induction	
TC3S	COURTESY	Education Specialist Instruction Credential	EDUCATION SPECIALIST TEACHING CREDENTIAL	CTCUNI	SI	CL	Clear	Single Induction	
TC2	COURTESY	Multiple Subject Teaching Credential	MULTIPLE SUBJECT TEACHING CREDENTIAL	CTCUNI	SI	CL	Clear	Single Induction	

The courtesy application serves as verification that the candidate has met all program requirements for the new credential type. Candidates will receive an email notification when the courtesy application has been submitted and must complete the online application and fee payment through their CTC Online Educator Account.

References:

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/employers/manuals/ctc-onlineprocessing-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>

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>

Important Dates:

The Commission will begin accepting the courtesy 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>.

Questions concerning adding or modifying access to the online application system should be directed to CTCOnline@ctc.ca.gov.