Credential Information Alert

DATE: November 3, 2026 **NUMBER:** 26-10

SUBJECT: Courtesy Applications for Change of Restriction Available through CTC Online

Summary:
The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for a change of restriction can now be submitted as a courtesy by employers and Commission-approved program sponsors through CTC Online.

Key Provisions:
The Commission is pleased to announce that interested parties may begin submitting change of restriction applications online. 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.

Restricted documents, e.g. an Emergency CLAD Permit, General Education Limited Assignment Permit, or Intern Credential, are restricted to an employing agency. Educators holding a restricted document who move to a different employer must have the restriction changed. Change of restriction applications for an intern credential can only be submitted by the Commission-approved intern program sponsor. Applications for all other employer restricted documents must be submitted by the Local Educational Agency (LEA).

This functionality is available as of the date of this CIA. Change of restriction applications submitted online will be processed in the standard 50 business days timeframe. Program sponsors and LEA staff who currently have access to submit Extensions by Appeal through CTC Online are automatically linked to the change of restriction 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 described in more detail below.

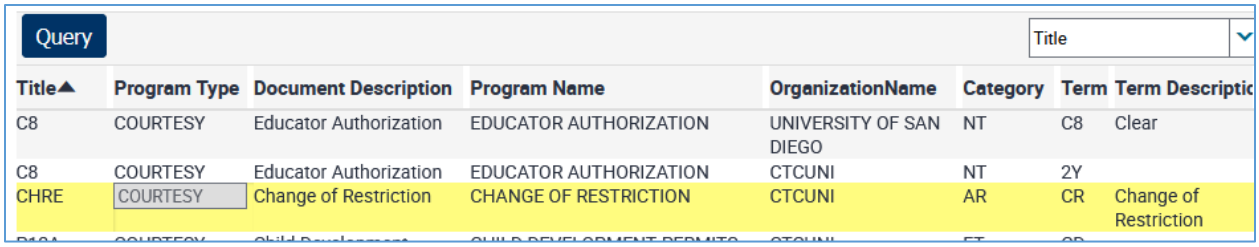
When advising educators on how to complete these courtesy applications, LEAs and program sponsors should direct them to click on the button titled Employer/County Office

Recommendation. All submitted courtesy applications must be completed through this button, even if submitted by a program sponsor.



Courtesy Submissions by LEAs:
These submissions are considered courtesy applications and are not formal online recommendations as submitted by Commission-approved programs, even if an entity is both, as with district intern programs.

LEAs should select the appropriate document title (**CHRE**) and program type (**COURTESY**) as shown in the image below. Users will not see a listing of multiple document types with a specific notation for a change of restriction. This one document title option is to be used for each change of restriction request. As the renewal requirement(s) and authorization(s) will depend on the document being changed, that information is not required when submitting the courtesy application.



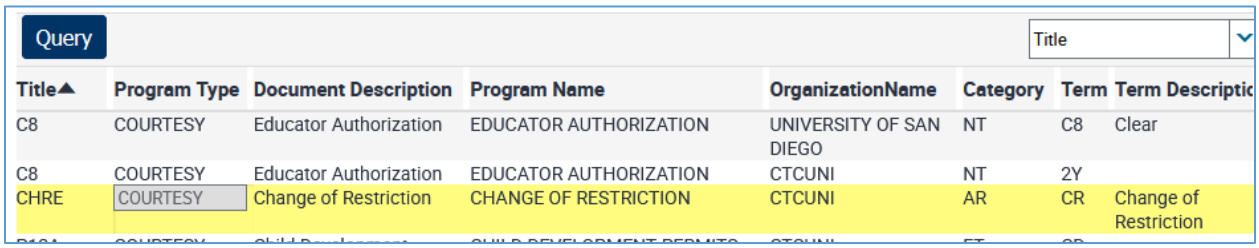
Title	Program Type	Document Description	Program Name	OrganizationName	Category	Term	Term Descriptic
C8	COURTESY	Educator Authorization	EDUCATOR AUTHORIZATION	UNIVERSITY OF SAN DIEGO	NT	C8	Clear
C8	COURTESY	Educator Authorization	EDUCATOR AUTHORIZATION	CTCUNI	NT	2Y	
CHRE	COURTESY	Change of Restriction	CHANGE OF RESTRICTION	CTCUNI	AR	CR	Change of Restriction

LEAs who currently do not submit through CTC Online and wish to gain access for the first time will need to have their Appointing Authority submit Form CL-896 first. This form establishes the Authorized Designee(s) for the LEA. Once established, an Authorized Designee would submit Form CL-897 to establish the Authorized Submitters and their level of access. Further information can be found in the References section below under CTC Online Roles and Responsibilities. All necessary forms can be found on the Commission's website under the CTC Online – Processing Recommendations section.

Online Submissions Directly by Commission-Approved Intern Programs:
Commission-approved intern 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 (**CHRE**) and program type (**COURTESY**) as shown in the image below. Users will not see a listing of multiple document types with a specific notation for a change of restriction. This one document title option is to be used for each change of restriction request. As the renewal requirement(s) and authorization(s) will depend on the document being changed, that information is not required when submitting the courtesy application.



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CHRE	COURTESY	Change of Restriction	CHANGE OF RESTRICTION	CTCUNI	AR	CR	Change of Restriction

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

CTC Online Roles and Responsibilities: https://www.ctc.ca.gov/employers/manuals/ctc-online-processing-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

Fee Schedule Information:
https://www.ctc.ca.gov/credentials/leaflets/cl-659/

Important Dates:
The Commission will begin accepting online change of restriction 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 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.