

EDUCATOR PAGE




COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

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Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: THREE
First Name: TRAINING
Middle Name: AP
Adverse and Commission Actions Indicator : ▼
Fingerprint Process Complete: N

Last Known County of Employment: AMADOR COUNTY OFFICE OF EDUCATION

Note: Please verify County of Employment is current
 Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.
 Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website

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Document
Application
Adverse and Commission Actions
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	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
>	801210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
>	801200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
>	P5TC2Trng	Multiple Subject Teaching Credential	Preliminary	Valid	10/19/2011	11/1/2016			
>	801200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

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Recommendations

Complete | Return Application to Authorized Agency | Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency"

	Select	Document Title	Term	Application Status	Issue Date	Return Reason
>	No	Multiple Subject Teaching Credential	Preliminary	Awaiting Payment	10/19/2011	
>	No	Multiple Subject Teaching Credential	Clear	Awaiting Payment	5/26/2012	

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Renewals

Renew | Select "Yes" next to the Document Title and click "Renew"

No Records

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
>	No	30-Day Substitute Teaching Permit						
>	No	Certificate of Clearance						

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Web Applications

Create New | Complete | Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

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Select	Document Title	Application Status	
>	No	30-Day Substitute Teaching Permit	Pending
>	No	Certificate of Clearance	Pending

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1. Your personal Educator Page provides a view of documents held, eligible for renewal, and pending applications. Under the **Documents** tab, you can find a chronological history of all documents held.
2. To check on the status of applications submitted, click on the **Application** tab. Status of application(s) will display.
3. Flag here indicates an action taken against document holder in history. See #4.
4. Click the tab **Adverse and Commission Actions** for an explanation of the flag.
5. Fingerprint Process: the indicator shows if fingerprint information is on file with the Commission. Y=on file; N=not on file.
6. Documents submitted online by an authorized agency on your behalf will be listed under this heading. If you receive notice of a recommended document but it does not appear under this heading, please contact your recommending agency for assistance. **Do not** create a new document request under **Web Applications** for a recommendation from an authorized agency! This will only delay your document being issued.
7. Click the arrow to highlight your Recommended Document. Click the drop down box next to it and select Yes. This will activate the **Complete** and the **Return to Authorized Agency** buttons to continue the process. Select the Complete button to move ahead to the payment process for your document.
8. After selecting Yes, if the document needs correction before being completed, select the **Return to Authorized Agency** button and fill in the reason for return (incorrect subject area, etc.)
9. Any documents held eligible for renewal will appear under this heading. If a document held needing renewal does not appear under this heading, please contact the Commission right away for further direction. **Do not** create a new document request under **Web Applications in place of a renewal!** This will only delay your document being issued.
10. Click the **Create New** button to submit an application when seeking a new type of document. **Do not** use this function for any agency recommendations or renewals!
11. The display has a history of documents held and applications but only shows four documents at once. Use the arrow button to scroll down and see more.
12. If returning to an application only partially completed, click on the arrow to highlight it, click the drop down arrow and select Yes, then click the Complete button to continue.
13. **Home** | **FAQ** | **Glossary** | -these are links to external pages.

Use the Home link to exit the CTC Online system at any time. This will end your session and return you to the Commission's website.

The FAQ link takes you to the Help section on the Commission's website.

The Glossary link takes you to a page with definitions of terms commonly found on Commission web pages.