



How to View and Print Your Document

1. From the Commission's Home page www.ctc.ca.gov, click the **Services for Educators** navigation button

2. Click the **Credentialing Information** navigation button



3. Select the **Educator Login** button to begin your application.

4. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.

Agency User Search Educator Page

You are about to enter a secure area of this web site. Please enter your Social Security Number (SSN) and Date of Birth (DOB).

*** = Required Field**

Social Security Number (#####) *:

Date of Birth (MM/DD/YYYY) *:

Personal Information

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by email of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

You are required to provide a SSN or federal tax identification number on your application pursuant to 42 U.S.C. § 666 and California Family Code § 17520. If not furnished, your application may be denied, delayed, or returned for completion.

5. On the following page, click Next.

Agency User Search Educator Page

* = Required Field

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

Last Name * : TEST	Last Known County of Employment:	Note: Please verify County of Employment is current A "Y" next to 'Fingerprint Process Complete' indicates that the Commission has received the material necessary to begin a professional fitness review.
First Name * : UPGRADE	Fingerprint Process Complete: Y	
Middle Name:		
E-mail * : npassaretti@ctc.ca.gov		
Work Phone: (999) 999-9999		
Home Phone: (999) 999-9999		

Address Line 1: EVALOTIPAC0091	State: CA
Address Line 2:	Province:
City: SACRAMENTO	Country: USA
	Zip Code: 95814

6. Under the Document Tab, click on the blue-gray arrow next to the document you want to print to highlight the row yellow. Then click on the hyperlinked document number to see the full details of the item selected.

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: THREE1
First Name: TRAINING
Middle Name: APPLICATION

Last Known County of Employment: ALPINE COUNTY OFFICE OF EDUCATION
Adverse and Commission Actions Indicator :
Fingerprint Process Complete: Y

Note: Please verify County of Employment is current
Note: Information on Adverse and Commission Actions is available for the 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

Document Application Adverse and Commission Actions

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
80120013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013			
80120011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010			
80120010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010			
80120009	Administrative Services Credential	Preliminary	Valid	5/1/2009	6/1/2014	5/1/2009			ALLIANT INTERNATIONAL UNIVERSITY

Recommends

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" with the Return Reason.

Pick Applet	Document Title	Term	Application Status	Issue Date	Return Reason
No	Single Subject Teaching Credential	Preliminary	Recommended	10/1/2014	

Renewals/Reissuances

Complete: Select "Yes" next to the Document Title and click "Complete"

Pick Applet	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
No	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

Web Applications

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

Pick Applet	Document Title	Application Status
No	Certificate of Clearance	Pending

7. You have two options to print an unofficial copy of your document. First, you can use the Print function from your web browser to print this screen with all the document details. Some users may need to right click on the screen to bring up a print menu. You can also select CTRL + P from your keyboard to print the page.

For some Firefox users: a preview of the page that looks blank may appear first but all the document details will still print.

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Last Name: THREE1
First Name: TRAINING
Middle Name: APPLICATION

Document Information:

Document Number: 120552929
Document Title: Single Subject Teaching Credential
Term: Clear
Status: Valid
Issue Date: 6/21/2012
Expiration Date: 7/1/2017
Original Issue Date: 6/21/2012
Grade:
Special Grade: SB1969 (Title 5 §80487):

Authorization / Subjects

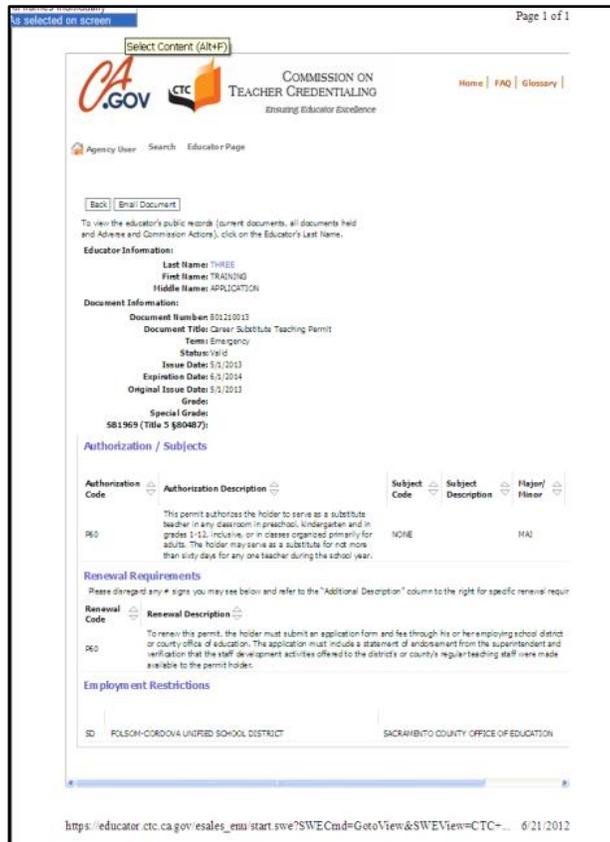
Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
R15	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	SBS	Science: Biological Sciences	MAJ	
SMAA	This credential authorizes the holder to teach courses in the specific subject or subjects listed in departmentalized classes in grades preschool and K-12 or in classes organized primarily for adults.	ECSS	Economics (social science)	MIN	
ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3.	NONE		MAJ	

Renewal Requirements

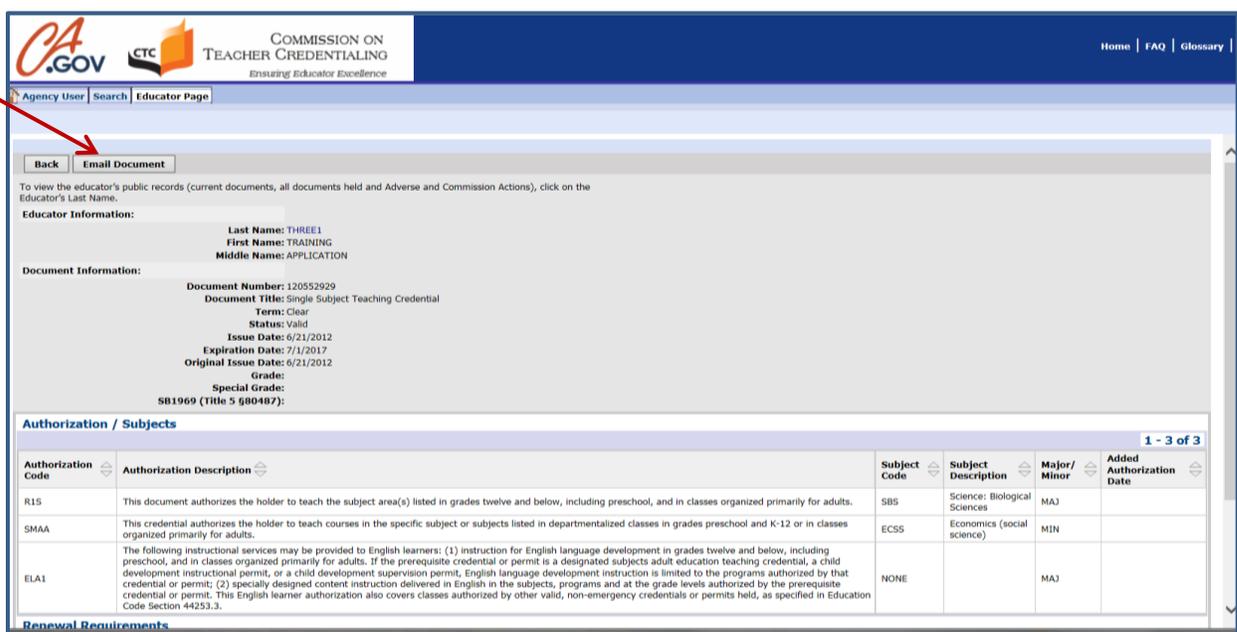
Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
R14I	This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.	

8. Your document details will print onto a page as shown.



9. You can also obtain an unofficial copy of your document suitable for framing. Choose the **Email Document** button. You will automatically be sent an email attachment of your document you can print. **Be sure the email address in your personal profile (see step d) is the one you are currently using. Commission emails may be sent to a SPAM or JUNK folder if the Commission address is not in your Favorites.**



10. Here is a sample of the document.

