



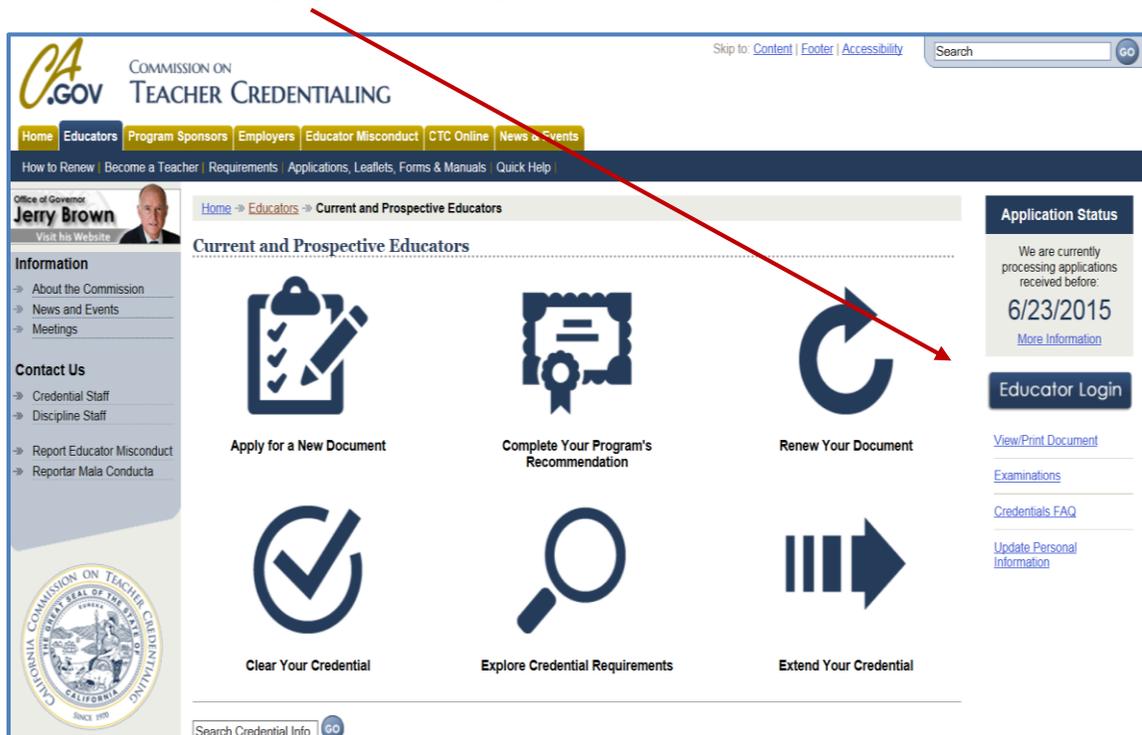
Check Your Status/Create or Change your Personal Profile

Your personal Educator Page allows you to complete recommendations from your program sponsor, and renew documents when required. You can also use your Educator Page to update your personal and contact information on file with the Commission. **Name changes cannot be made online.** Submit Form 41-NC to change your name, SSN, ITIN or date of birth.

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



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



3. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. **If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.**

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) *:

OK

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.

- Verify the information on your personal profile page. Click the “Edit” button to add or change any information as needed. A profile created by the recommending agency may contain only the Last and First names and your email address.

If you are creating a new profile, instead of the “Edit” button, you will see the “Create Person” button. Click the button and see the next step.

Agency User Search Educator Page

Edit * = 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
First Name *: UPGRADE	Fingerprint Process Complete: Y	A "Y" next to 'Fingerprint Process Complete' indicates that the Commission has received the material necessary to begin a professional fitness review.
Middle Name:		
E-mail *: npassaretti@ctc.ca.gov		
Work Phone: (999) 999-9999		
Home Phone: (999) 999-9999		

New

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

Back Next

- Enter your information in the appropriate fields. Select the pick applet on the right of the box to choose your County of Employment from a pop-up window.

You must select the "Save" button at the top before entering your address. Otherwise, you will lose all changes made.

Click on the "New" button if you need to enter a new address or make address changes.

The screenshot shows the top navigation bar with the CA.GOV logo and the Commission on Teacher Credentialing (CTC) logo. Below the navigation bar, there are tabs for 'Agency User', 'Search', and 'Educator Page'. The main content area contains a form with the following fields: Last Name, First Name, Middle Name, E-mail, Work Phone, Home Phone, Last Known County of Employment, Address Line 1, Address Line 2, City, State, Province, Country, and Zip Code. A 'Save' button is located at the bottom left of the form, and a 'Next' button is at the bottom right. A red arrow points to the 'Save' button.

6. Enter your address information in the appropriate fields. **You must select the "Save" button at the bottom when done and before clicking "Next" to move forward. Otherwise, you will lose all changes made.**

This screenshot shows a closer view of the form fields. The 'Save' button at the bottom left is highlighted with a red arrow. The form fields are: Last Name, First Name, Middle Name, E-mail, Work Phone, Home Phone, Last Known County of Employment, Address Line 1, Address Line 2, City, State, Province, Country, and Zip Code. A 'Next' button is visible at the bottom right.

7. This is the Educator Page. Click on the "Application" tab to see the status of any application submitted.

Click on the small blue-gray arrow in the left-hand column to highlight a specific application.

If an application has completed processing and has already been granted, the details of the selected document appear in the row below.

CA.GOV | CTC | COMMISSION ON TEACHER CREDENTIALING | Ensuring Educator Excellence | Home | FAQ | Glossary

Agency User | Search | Educator Page

Last Name: THREE | First Name: TRAINING | Middle Name: APPLICATION | Last Known County of Employment: | 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 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.

Document | Application | Adverse and Commission Actions

Status	Status Date	Type	Date Paid
> Granted	06/23/2008	Application	
> Granted	06/13/2008	Application	
> Granted	06/13/2008	Application	
> Granted	06/23/2008	Application	

Click on Application's Status above to view the details below.

Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
> 30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

8. When finished with your Educator page, you can exit CTC Online using the "Home" link at the top of the page.

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Agency User | Search | Educator Page

Last Name: THREE | First Name: TRAINING | Middle Name: APPLICATION | Last Known County of Employment: | 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 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.

Document | Application | Adverse and Commission Actions

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> 30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		