



## CODED CORRESPONDENCE

<b>DATE:</b> June 8, 2009	<b>NUMBER:</b> 09-07
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Dale A. Janssen Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Change to the Commission Website: New “Online Services” Section for Applications, Tracking Payment, and Application/Credential Status</b>	

### **Summary:**

Changes have been made to the Commission’s website ([www.ctc.ca.gov](http://www.ctc.ca.gov)) to better serve our stakeholders. This Coded Correspondence is to alert interested individuals and groups about the new “Online Services” section on the website. This new section allows easy access to all of the online services from one main page.

### **Key Provisions:**

Effective June 2009, the Online Services web page includes the following four sections. A picture of the web page appears below.

1. SEARCH FOR EDUCATOR BY NAME (PUBLIC SEARCH)  
*Anyone may click this link to search for California public school educators using first and last names.*
2. EDUCATORS (Teachers and Other Certificated Staff)  
*Educators may click this link to access the page to complete a California online recommendation, renew online, apply for specified documents directly online, track payment for any application, and lookup the status of credentials held and applications received using an individual’s social security number and date of birth.*

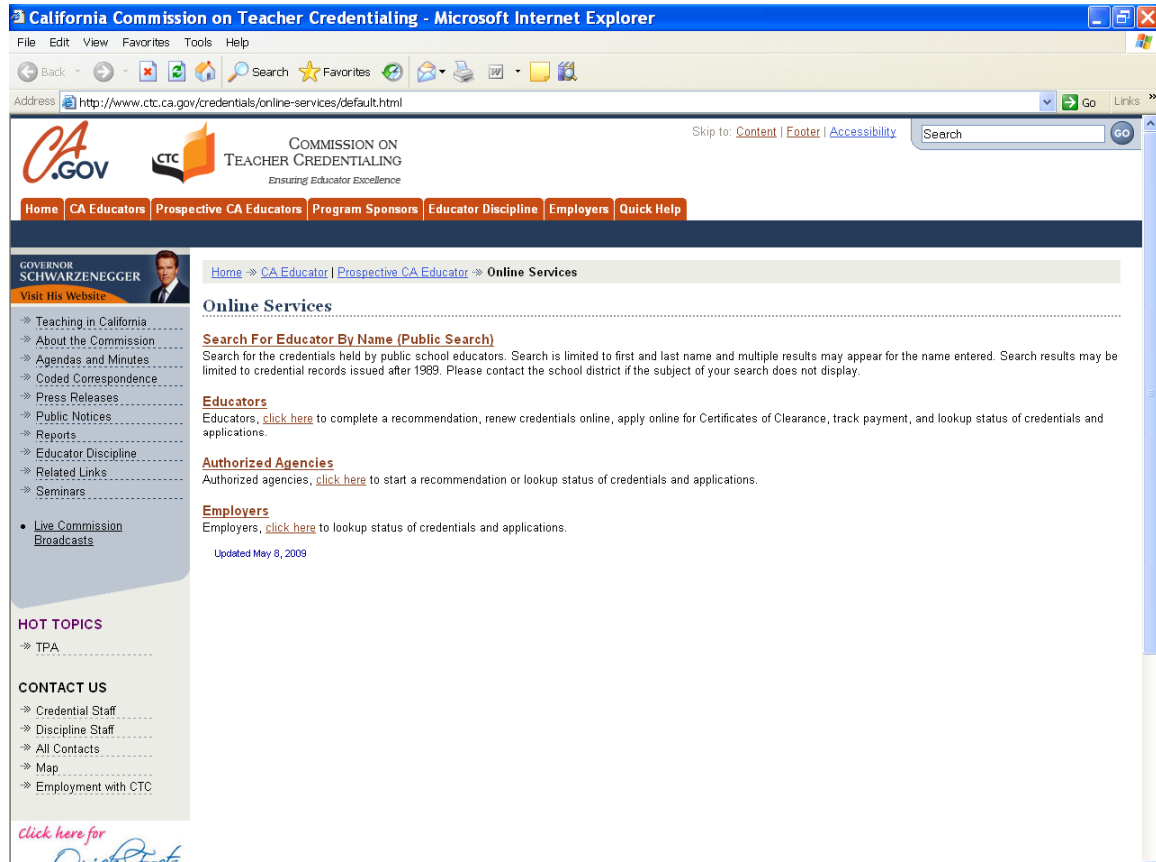
*NOTE: Currently, educators may apply for Certificates of Clearance directly online, but the Commission will soon make additional credential types available for direct online application.*

3. AUTHORIZED AGENCIES (Commission-approved Program Sponsors, County Offices of Education, School Districts, and other approved agencies and professional organizations)

*Authorized agencies can click this link to access the IHE login page and start an online recommendation or to look up the status of credentials held and applications received using an individual's social security number and date of birth.*

4. EMPLOYERS

*Employers may click this link to look up the status of credentials held and applications received using an individual's social security number and date of birth.*



**Important Dates:**  
Effective June 2009

**Background:**  
Over the past eight years, the Commission has continued to develop its website to facilitate paperless application processing and to allow applicants, employers, and other agencies to easily track application and credential status. Since 2006, applicants have been able to apply directly online for Certificates of Clearance and holders of Clear,



Professional, and Professional Clear credentials have renewed those credentials online. Regulations adopted in 2007 clarified that the electronic format posted on the web is the official record and the Commission stopped printing and mailing credential documents effective September 2008.

**Source:**

5 Cal Code of Regulations §80001

**References:**

*Coded Correspondence 06-0016:*

<http://www.ctc.ca.gov/notices/coded/060016/060016.pdf>

*Coded Correspondence 06-0011:*

<http://www.ctc.ca.gov/notices/coded/060011/060011.pdf>

*Coded Correspondence 07-15:*

<http://www.ctc.ca.gov/notices/coded/0715/0715.pdf>

*Coded Correspondence 08-09:*

<http://www.ctc.ca.gov/notices/coded/2008/0809.pdf>

**Contact Information:**

Commission’s Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).