CODED CORRESPONDENCE

COMMISSION ON TEACHER CREDENTIALING

Ensuring Educator Excellence

DATE: December 23, 2009	NUMBER: 09-20
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing

SUBJECT: Expanded List of Online Direct Applications

Summary:

The Commission is pleased to announce that individuals are able to submit additional types of applications through the Online Direct Application website, which has been streamlined for easier use. Effective December 23, 2009, fourteen (14) additional application types are available and more detailed data on pending online applications will be viewable on the Commission's website to applicants, program sponsors, and employers. This correspondence includes information on the changes to the Commission website, the Online Direct Application process, the enhancement to status information for online direct applications, and the new types of documents available for online application.

Key Provisions:

The Online Direct Application process allows submission of an electronic application for certain types of documents. A list of all available direct application types and intended users is attached to this correspondence. This process will not be used for renewal of existing documents or documents that require recommendation by or submission through a Commission-accredited program sponsor.

To ensure receipt of complete and accurate applications, applicants must verify that all requirements are met before submitting an Online Direct Application.

The Online Direct Application Process:
A. On the Commission's website (www.ctc.ca.gov), applicants click "Online Applications & Status" which is located in the middle of the webpage.

LOOKUP A TEACHER	ONLINE APPLICATIONS & STATUS	BECOME A TEACHER	AUTHORIZED AGENCIES & EMPLOYERS

The next page allows users to apply online, track payments, look up credentials held, or check application status and processing times. Click "Proceed to the Online Direct Application Process." The resulting webpage explains who can use this process, what documents are available, and the basic steps involved in the process. Those steps are:

1) Use the requirements checklist to verify achievement of all requirements and gather required supporting materials for the desired credential, certificate, or permit.
2) Complete the online application and pay the processing fee using a Visa™ or MasterCard™.
3) Within thirty calendar days of submitting payment, mail the confirmation coversheet, the requirements checklist, and all supporting material required to establish eligibility for issuance of the requested document to the Commission.

B. After reading the process overview page, applicants click the button to start the Online Direct Application process:

Start the Online Direct Application Process

C. Applicants select their situation/preparation path to view available documents.

***Example*:**

Permit or Clearance to Work in a Public School	Educators Prepared in California	Educators Prepared Out-of-State	**Educators Prepared Out-of-Country**
			» 30-Day Substitute Teaching Permit [PDF] » Crosscultural, Language and Academic Development Certificate [PDF] » Education Specialist Instruction Credential [PDF] » Multiple Subject Teaching Credential [PDF] » School Nurse Services Credential [PDF] » Single Subject Teaching Credential [PDF]

D. Applicants click on the desired document title to access the requirements checklist to help them determine whether they qualify for the document and then gather the required supporting material such as transcripts, examination scores, etc.

E. After completing and printing the checklist, applicants will click the button at the bottom of the checklist to continue to the online application.

Continue to Online Direct Application

F. In the online application, there is a link back to the Online Direct Application process overview page (see "A" above). If the applicant already has the requirements checklist, the next step is to complete the online application by including personal

information, choosing the desired document title from the drop-down menu, completing the professional fitness questions, and submitting payment with Visa™ or MasterCard™.

G. After submitting payment, the applicant prints the confirmation coversheet. This must be attached to the requirements checklist and supporting materials. The whole packet must be mailed to the Commission within thirty (30) calendar days or the fee will be deemed 'used'. Mail the entire packet to:

> Commission on Teacher Credentialing
> ATTN: ONLINE DIRECT APPLICATION
> PO Box 944270,
> Sacramento, CA 94244-2700

Local Education Agencies (LEAs) may choose to fax the confirmation coversheet, requirements checklist, and supporting material to the Commission on behalf of an applicant. Mark the coversheet ATTN: ONLINE DIRECT APPLICATION and fax the packet of materials to (916) 445-7255. Regardless of whether the applicant mails the information or an LEA faxes the information, the applicant is solely responsible for ensuring that all requirements are met and that the Commission receives the required supporting material no later than thirty (30) calendar days from the date the Online Direct Application was submitted.

H. The applicant will receive an Email from the Commission confirming successful online application. Within approximately 48 hours of successful online application, the new, enhanced application status information will be available through the Commission's website. In addition to the application status, the *title* of the requested credential will be viewable to program sponsors, employers, and the applicant. For example, an individual who submits an Online Direct Application for an Administrative Services Credential will see an application status of "Direct Administrative Services Application Pending Evaluation" rather than the current generic status of "Application pending evaluation."

An application is considered complete the day the Commission receives the entire packet including necessary supporting material. Once the Commission receives the complete application packet, it will be processed according to the workload timeframe. To determine the approximate date the Commission will process a given application, use the following link (http://134.186.81.79/fmi/xsl/CTC-processing_times/processing_times.xsl) to view the processing timeframe chart. Remember, when looking at the "current processing date" column of the chart, the date an online direct application was received is the date the supporting materials were received by the Commission, not the date of the online payment.

If the Commission has not received the supporting material within thirty (30) calendar days or if the individual does not meet the requirements for issuance, the applicant will receive an Email from the Commission stating that the application and fees are no longer valid and are considered 'used'. To reapply, the applicant will need to submit a new online application and fee. California Code of Regulations section 80487(b) states that application fees are earned upon receipt and therefore nonrefundable.

Important Dates:
December 23, 2009 - individuals are able to submit additional Online Direct Applications

References:
Direct Application Requirements Checklist(s):
> http://www.ctc.ca.gov/credentials/online-services/DA-choose-path.html

Application Processing Time Chart:
> http://134.186.81.79/fmi/xsl/CTC-processing_times/processing_times.xsl

Application Status:
> https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy

Coded Correspondence 06-0016:
> http://www.ctc.ca.gov/notices/coded/060016/060016.pdf

Contact Information:
Contact the Commission's Information Services Unit at (888) 921-2682 Monday through Friday between 12:00 pm and 4:45 pm or by Email at credentials@ctc.ca.gov.

Attachment 1

Online Direct Application Types	Intended User(s)
30-Day Substitute Permit	• Holds a regionally-accredited BA/BS or higher and meets the basic skills requirement
Administrative Services Credential	• Prepared in another state; *OR* • Passed the School Leaders Licensure Assessment (SLLA)
Certificate of Clearance	• Verifying personal identification and good moral character before entering student teaching or other supervised fieldwork
Certificate of Completion of Staff Development	• Holds appropriate valid Designated Subjects Credential, Career Technical Education Credential, or Service Credential with Special Class Authorization
Clinical or Rehabilitative Services Credential	• Prepared in another state or country
Crosscultural Language and Academic Development Certificate	• Prepared in another state or country • Qualifying for the CLAD Certificate via CLAD exam or CTEL exam
Education Specialist Instruction Credential	• Prepared in another state or country • Has National Board Certification
Multiple Subject Teaching Credential	• Prepared in another state or country; *OR* • Holds a valid California Single Subject Teaching Credential and is adding a new authorization; *OR* • Qualifying by using private school experience; *OR* • Has National Board Certification
Pupil Personnel Services Credential	• Prepared in another state • Has National Board Certification (School Counseling)
School Nurse Services Credential	• Licensed by the California Board of Registered Nurses
Single Subject Teaching Credential	• Prepared in another state or country; *OR* • Holds a valid California Multiple Subject Teaching Credential and is adding a new authorization *OR* • Holds a valid California Single Subject Teaching Credential and is adding a new statutory Single Subject; *OR* • Qualifying by using private school experience *OR* • Has National Board Certification
Specialist Instruction Credential (Agriculture)	• Prepared in another state or country and holds a valid California teaching credential
Specialist Instruction Credential (Reading)	• Prepared in another state or country and holds a valid California teaching credential
Speech-Language Pathology Services Credential	• Prepared in another state or country
Teacher Librarian Services Credential	• Prepared in another state or country and holds a valid California teaching credential • Has National Board Certification