



CODED CORRESPONDENCE

DATE: June 12, 2014

NUMBER: 14-05

TO:

All Individuals and Groups Interested in the Activities
of the Commission on Teacher Credentialing

FROM:

Mary Vixie Sandy
Executive Director
Commission on Teacher Credentialing

SUBJECT: Online Direct Application Process

Summary:

The Commission is temporarily reducing the types of applications available through the Online Direct Applications process. Effective July 1, 2014, the only Online Direct Applications available will be the Certificate of Clearance (COC) and the Activity Supervisor Clearance Certificate (ASCC).

This action will not impact the submission of CTC Online recommended applications from Commission-approved program sponsors, or renewal of clear credential applications by educators, or applications for a COC or ASCC from educators.

Key Provisions:

Coded Correspondence 09-20, distributed in December 2009, announced the development of the Online Direct Application process to allow educators to submit an application for a variety of credential types directly to the Commission electronically by use of an online portal and the required supporting documentation by postal mail.

Necessary maintenance of the system is required to enhance the user's experience when applying for a document through the Online Direct Application process. To accomplish this work, the Commission needs to temporarily limit the types of Online Direct Applications available. The goal of this project is for refinements that will allow the Commission to provide a higher level of service to our stakeholders and the public.

Educators must submit a paper application, application fee, and supporting materials in lieu of using the Online Direct Application Process directly to the Commission. Both the Online Direct Application and the Paper Application process fall within the 50 day mandated application processing time. Links to the application form and information leaflets including fingerprint information may be found in the References section.

Educators who completed the Online Direct Application process between July 1, 2013 and July 1, 2014, but have not yet submitted the required supporting documentation to verify academic

eligibility, will receive an email stating they have 30 days to submit the required supporting documentation. The fee for applications from educators who do not submit the required supporting documentation within 30 days of receipt of the email will be considered used pursuant to 5 California Code of Regulations §80487. Educators will need to submit a paper application, new application fee, and supporting documentation to the Commission.

Important Date:

The effective date of this change is July 1, 2014.

Background:

Since 2009, educators have applied directly to the Commission using the Online Direct Application process for documents that do not require completion of a Commission-approved preparation program. This includes, but is not limited to, English Learner Authorizations (by passing the appropriate examinations), Emergency 30-Day Substitute Permits, and out-of-state and out-of-country applicants seeking Multiple Subject, Education Specialist, or Administrative Services Credentials.

References:

Paper Application Form 41-4: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf> and Application Instructions: <http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

Live Scan form: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf> and Fingerprint informational leaflet <http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>

Fee Information: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>

Online Services for Educators: <http://www.ctc.ca.gov/credentials/online-services/default.html>

How to Submit Your Direct Web Application:

<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

Contact Information:

Questions may be directed to the Commission's Information Services Unit by email to credentials@ctc.ca.gov, or by telephone to (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm.