



CODED CORRESPONDENCE

DATE:

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NUMBER:

20-06

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: CTC Online Access for Charter Schools

Summary:

This Coded Correspondence provides guidance to charter school credential personnel wishing to use the CTC Online to make online recommendations. Previously, access to the CTC Online recommendation system was reserved for Commission-approved program sponsors, district and county credential personnel only. For the first time, this access is being opened to charter schools as employing agencies.

Key Provisions:

The provisions of Assembly Bill (AB) 1505 (Chap. 486, Stats. 2019) changed the credential and professional fitness requirements of educators employed at charter schools. AB 1505 aligned charter school teacher credentialing requirements with those for all other public school teachers. To assist charters in meeting this requirement, the Commission will allow charter school credential personnel access to CTC Online so that online recommendations for employer-requested documents can be submitted. The following permits can currently be recommended by employing agencies:

- Emergency 30-Day Substitute Teaching Permit
- Provisional Internship Permit (PIP)
- Short-Term Staff Permit (STSP)
- General Education Limited Assignment Permit (GELAP)
- Special Education Limited Assignment Permit (SELAP)

All of the training materials and required forms for CTC Online are found on the CTC Online page of the Commission's Credential Information Guide (CIG). The CIG [CTC Online page](#) is the primary source of information regarding the system and contains the [online training handbook](#) which will guide new users through the system. The CIG is a password-protected site for use by public school employers. Employers may access the CIG using the following information:

Username: cig2011

Password: ctcguide

The CTC Online system operates on a tiered structure consisting of three levels: Appointing Authority, Authorized Designee, and Authorized Submitter. Charters interested in CTC Online access will need to have an appropriate individual complete and submit form [CL-896](#) to establish the agency's Authorized Designee and Appointing Authority. The Appointing Authority, who begins this process, must be a dean, superintendent, or head of human resources. Once the Appointing Authority (AA) has been established, the AA may identify one or more Authorized Designee(s). Charter schools are encouraged to reach out to their authorizing district or county office for assistance in this process. Once the Authorized Designees are established, form [CL-897](#) must be used to identify the individual(s), known as Authorized Submitters, who will submit online recommendations. Both forms CL-896 and CL-897 should be emailed to CTCOnline@ctc.ca.gov. Further details on the CTC Online structure, as well as the forms mentioned herein, are found on the [CTC Online page](#).

As we expect high interest in this option, we ask for patience as it may take some time for all access to be completed. Requests for access will be processed in a first come, first served basis.

Important Dates:

Interested parties can begin submitting a request for system access as of the date of this Coded Correspondence.

References:

[CTC Online page on the CIG](#)

[CTC Online Submission Handbook](#)

[Emergency 30-Day Substitute Permit Information Leaflet](#)

[Provisional Internship Permit \(PIP\) Information Leaflet](#)

[Short-Term Staff Permit \(STSP\) Information Leaflet](#)

[General Education Limited Assignment Permit \(GELAP\) Information Leaflet](#)

[Special Education Limited Assignment Permit \(SELAP\) Information Leaflet](#)

Contact Information:

Questions regarding CTC Online access may be directed to CTCOnline@ctc.ca.gov.

Questions regarding credential requirements and application submission may be directed to the Commission's Information Services Unit by email at Credentials@ctc.ca.gov.