CTC Online Recommendation Guidance Related to the Executive Order
Approved Options
Updated: September 24, 2020

This document has been updated with guidance related to Executive Order N-66-20 and SB 820 (Committee of Budget and Fiscal Review). Full details of the Executive Order and SB 820 flexibilities can be found the guidance document posted on our COVID page.

On May 29, 2020, the Office of the Governor approved a deferral of three exams for the issuance of a Preliminary credential: the TPA, RICA, and APA. On September 18, the Governor signed SB 820 (Committee of Budget and Fiscal Review), which extended these actions an additional year. These actions are separate from the actions adopted by the Commission at their April 2020 meeting. Guidance on making an online recommendation for candidates who are deferring these exams can be found below. Guidance on the actions taken by the Commission can be found on the COVID Information page on the Commission's website.

For those who have experience recommending through CTC Online, the process will remain the same with the exception of one (or possibly two) additional renewal requirement(s) for teaching credential and administrator credential recommendations. The directions below are designed for those experienced in the system. Anyone new to CTC Online should instead review the training manual found on the CIG.

1. Log in to CTC Online with your user ID and password.
2. From the tabs along the top, select "Application."
3. Enter the candidate's SSN and date of birth.
4. After double checking the candidate's personal information, select "Next."
5. Begin the recommendation by selecting "Approved Institutions."
6. Click "Create a new Document."
7. Click "New" to activate the editable fields.

8. Enter the Candidate Completion Date, Issue Date, Subject Matter Qualification Route, County of Employment, then select the pick applet to enter the Document Title.
9. Select the Document Title, then click "OK."
10. Click "Save" to advance to the authorizations.
11. Verify that the Authorizations are correct, or add authorizations as necessary.
    a. Multiple Subject and Administrative Services credentials automatically populate the recommendation with the appropriate authorizations. The correct authorization must be entered if recommending a Single Subject Teaching Credential or Education Specialist Credential.
12. In the Renewal Requirements section, add the additional requirement(s) based on the document type selected and corresponding deferred exam/assessment by clicking "New" (two deferral codes may need to be selected, such as a Multiple Subject recommendation deferring both TPA and RICA).
    a. TPA – deferred for Preliminary Single and Multiple Subject Credentials.
    b. RICA – deferred for Preliminary Multiple Subject and Education Specialist credentials.
    c. APA – deferred for Preliminary Administrative Services Credentials.
        i. Note: while Administrative Certificates of Eligibility (CE) normally do not have a renewal requirement, we are asking all analysts to add the "APA" code during the recommendation process if the candidate is deferring based on the EO/SB 820. The APA is *not* required to be completed before the individual receives their Preliminary, but adding this code to the CE ensures that it will be properly tracked and added to their Preliminary when they move to that document.

Renewal Requirements

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Renewal Code	Renewal Code Description	TC Cod
❯ R14I	This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.	NA
RICA	Per Executive Order, the credential holder must complete the Reading Instruction Competence Assessment (RICA) prior to issuance of the clear credential.	NA
TPA	Per Executive Order, the credential holder must complete the Commission-approved Teacher Performance Assessment (TPA) prior to issuance of the clear credential.	NA

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13. After ensuring the correct renewal requirements are listed, select "Next" to continue.
14. Upload any supporting documentation necessary for the recommended document, then click "Next."
    a. **UPDATE: Per CIA 20-04, each online recommendation must include a letter from the program sponsor confirming that the candidate meets all program requirements with the exception of the assessment(s) added as renewal**

requirements. Verification of passage for any assessments met, including TPA/RICA/APA, must be included with each online recommendation.

15. Ensure that the displayed information is correct, then finalize the recommendation by submitting it, saving it for later, or canceling