CREDENTIAL INFORMATION ALERT

COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

DATE: July 21, 2008   **NUMBER: 08-09**

SUBJECT: Deadline for Paper Application Submissions from Commission-approved Induction Programs

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Commission-approved Induction Programs have had the ability to electronically submit recommendations for Clear Multiple and Single Subject Teaching Credentials since June 2007. Due to the success of the online application submission system, **beginning January 1, 2009** the Commission will no longer accept paper application submissions from Commission-approved Induction Programs.

However, the Commission will continue to accept paper application submissions from Commission-Approved Induction Program Sponsors for individuals requesting Supplementary/Subject-Matter Authorizations at the same time as they apply for their clear teaching credentials. These paper applications will be placed in the normal workload and shall be processed according to the timeline posted for the normal workload.

The online recommendation is a two-step process. The Induction Program enters the information necessary to recommend for the clear credential and, once the required information is submitted, an email is sent to the applicant requesting completion of the online application and payment of the application fee. Upon completion of the application and payment, the Commission will grant and post the credential information on the online look-up system. The complete process will take approximately 10 working days.

Training
Automated training on how to use the Commission's web-based portal is available in the Credential Information Guide (CIG). The Commission requires the following steps to utilize the online recommendation system:

1. AUTHORIZED REPRESENTATIVE INFORMATION—Induction Program Sponsors must submit the Authorized Signatory Form for each authorized representative that will submit recommendations online. The Authorized Signatory Form is available on the CIG http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl867.pdf

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2. AUTOMATED TRAINING—each authorized representative must complete the "How to Enter and Submit Credential Recommendations Online after Completion of a Commission Approved Induction Program".

3. LOGIN INFORMATION—upon completion of the automated training, the representative will be asked to submit the following information in an automated e-mail:
   a. First Name
   b. Last Name
   c. Email Address
   d. Telephone Number

Accessing the Credential Information Guide (CIG)
To access the CIG, please do the following:

1. Type in the following link: **http://www.ctc.ca.gov/credentials/cig/cig_toc.html** and press Enter. Please note that there is an underscore between "cig" and "toc" within the address.
2. A box will appear labeled "Enter Network Password". Type the following passwords (NO SPACES):

>   Username: **ciguser2002**
>   Password: **cctccig4u**

If you do not want to enter the User Name and Password each time you access the CIG, click the small box to the left that says "Save this password in your password list". This will bypass the login process in the future.

References
All references are located in the CIG:

Induction Online Training Manual
http://www.ctc.ca.gov/credentials/cig/HANDBOOKS/InductionManual.pdf

Automated Training
http://134.186.81.72/induction/

Contacts/Questions
The Commission's email address dedicated to questions regarding the online submission process is InductionOnline@ctc.ca.gov.

Information Services – for questions related to an applicant's renewal requirements:
Telephone - (888) 921-2682 (1:00 to 4:45 pm Monday through Friday)
Email - credentials@ctc.ca.gov
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