



Credential Information Alert

DATE: March 10, 2010

NUMBER: 10-03

SUBJECT: Official Credential Records

Summary:

The Commission has received inquiries from individuals stating that employing schools, school districts and county offices of education are requiring submission of paper copies of credentials for employment. The purpose of this Credential Information Alert is to clarify that the Commission's website is the official record of credentials issued.

Key Provisions:

According to Title 5 §80001(e), the official record of credentials, permits, and certificates is the Commission's website. Individuals, colleges, universities and employers may use an individual's social security number and date of birth to lookup credential information via the [Look Up A Teacher](#) link on the Commission's website and may also print the displayed information.

Important Dates:

September 1, 2008 - Commission no longer prints and mails the documents.

June 2009 - changes made to the Commission's website (www.ctc.ca.gov) to better serve our stakeholders. See [Coded Correspondence 09-07](#) describes the new "Online Services" section.

Background:

The Commission has provided a secure web display with detailed document information including document number, document type, issuance date, expiration date, authorizations and renewal codes since 2001. This secure web display allows teachers and administrators to view the status of applications and provides public access to educators' credentials online. Employers, education agencies, or anyone who seeks proof that a document has been issued by the Commission may view the official credential information on our website by following these simple instructions:

1. Navigate to the [Private Look Up](#) link
2. Enter the social security number and date of birth
3. Click on any of the documents listed under "Credentials Held"
 - The "Details of Selected Credential" screen will appear displaying information such as renewal codes, issuance and expirations dates, etc.

If a printed copy of the credential(s) is desired, the educator can choose to print the "Details of Selected Credential" screen by clicking the printer icon on the internet browser's toolbar or scroll to

the bottom of the page and click the printer friendly option to produce a document displaying general information that might be suitable for framing.

It is important to note that once the credential information is printed, it is no longer the Commission's official record as it is no longer our electronic display of information.

Documents issued prior to 1989 may not currently display via the Commission's lookup system. If an employer needs information for an individual whose information is not displayed, the employer may contact the Commission's Information Services Unit at the number or email address in the Contact Information section to request the conversion of credential information to the Commission's computer system.

Source:

5 California Code of Regulations §80001(e).

References:

Coded 09-07 -Change to the Commission Website: New "Online Services" Section for Applications, Tracking Payment, and Application/Credential Status:

<http://www.ctc.ca.gov/notices/coded/2009/0907.pdf>

Coded 08-09 - New Online Credential View and Print Process:

<http://www.ctc.ca.gov/notices/coded/2008/0809.pdf>

CTC lookup system:

<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

Contact Information:

Commission on Teacher Credentialing's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00 pm to 4:45 pm, or by email at credentials@ctc.ca.gov.