



Credential Information Alert

DATE: February 24, 2014

NUMBER: 14-07

SUBJECT: Submission Process for Adding Credential Authorizations

Summary:

The CTC Online system was launched on May 29, 2012. This new online system was designed to allow authorized submitters from Commission-approved programs and employing agencies to submit recommendations for educators for documents and/or additional authorizations as aligned with their programs and agencies. This Alert will provide clarification on the following:

- 1) Titles and definitions for all types of 'Added Authorizations' as the term is currently used to describe six routes for adding an authorization to a valid credential,
- 2) Credential dating through the CTC Online system regarding adding an authorization, and
- 3) When a paper application is required to be sent to the Commission because a document is not available through CTC Online submission.

Key Provisions:

One of the major objectives of CTC Online was to allow authorized submitters from program sponsors to recommend educators for any document or authorization aligned with their Commission-approved programs. The exception is the submission of the Emergency 30-Day Substitute Permit by authorized employing agencies, typically school districts and county offices of education, using CTC Online.

Added Authorizations

There are six routes to add an additional authorization to a valid general (except Designated Subjects) or special education teaching credential. The term 'Added Authorization' is used in various ways by the Commission, employing agencies, and program sponsors, which often results in unclear information. To improve clarity in our communication with the field, the Commission is seeking to establish specific titles to use in lieu of the general term 'Added Authorization'.

The table below identifies the six routes to add an authorization to a valid credential and the specific titles available for each route. The table also includes a definition that specifies the prerequisite credential and provides a short summary of the requirements. Information leaflets that include the requirements for each of these routes may be found in the References section.



Title	Content/Specialty Area	Definition
Adding Full Specialty Area to Valid Special Education Credential	Deaf and Hard of Hearing Early Childhood Special Education Language & Academic Development Mild/Moderate Disabilities Moderate/Severe Disabilities Physical and Health Impairments Visual Impairments	Holder of Level I/II, Preliminary, Clear Education Specialist or valid previously initially issued special education credential completes a Level I (sunset date was 1/31/2013) or Preliminary approved program in a new specialty area – See CIA 12-06
Added Authorizations in Special Education (AASE)	Autism Spectrum Disorders Deaf-Blind Emotional Disturbance Orthopedic Impairment Other Health Impairment Traumatic Brain Injury	Holder of Level I/II, Preliminary, Clear Education Specialist or valid previously initially issued special education credential completes one or more approved programs which are a subset of the full preliminary teacher preparation program
Special Education Added Authorizations	Adapted Physical Education Early Childhood Special Education Resource Specialist	Holder of Level I/II, Preliminary, Clear Education Specialist or valid previously initially issued special education credential completes one or more approved programs Special Education Added Authorizations are separate additional areas of special education Adapted Physical Education Added Authorizations are also available to some general education teaching credential holders (except Designated Subjects)
Adding a Teaching or Content Area to General Education Credential (via Title 5 §80499)	Multiple Subjects Credential Single Subject Credential Additional content area to Single Subject Credential	Multiple Subjects holder adding a Single Subject Credential and vice versa Single Subject holder adding another Single Subject content area All options based on completion of specific exams and coursework
Supplementary and Subject Matter Authorizations	See list of introductory or specific content areas on information leaflets in the References section	General education teaching credential holders (except Designated Subjects) complete specific coursework
English Learner and Bilingual Authorizations	Bilingual Authorization CLAD Certificate English Learner Authorization	General education and special education credential holders complete approved program in specific area or pass appropriate examinations



Upgrade

The term ‘upgrade’ is used by the Commission when an individual holds a Preliminary or Level I credential and is applying to ‘upgrade’ to a Clear or Level II credential. When the holder of an Intern credential applies for the preliminary credential, it is considered a ‘new type’ document. Authorized submitters for Commission-approved program sponsors must enter this application as a ‘new type’ document. This holds true whether the document is recommended using CTC Online or is submitted as a paper application.

CTC Online does not allow an additional authorization to be added when a document is being upgraded, which may require the program sponsor to submit two separate recommendations and two separate payments.

Credential Dating

When an educator earns a new authorization that is added to a valid credential, the expiration date of the original document remains unchanged. The new document will display in CTC Online with the date any additional authorizations are earned. See the CTC Online Manual for more information on entering added authorizations. A link to the CTC Online Manual is found in the References section at the end of this alert.

Recommender View:

Authorization / Subjects

Save Cancel

Authorization Code:

Subject Code:

Authorization Description:

Subject Description:

Added Authorization Date:

Major/ Minor:

Educator Page View:

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
AAAS	The autism spectrum disorders added authorization	NONE		MIN	10/22/2012

How to Submit an Application – CTC Online or Paper

Adding a Full Specialty Area to Valid Special Education Credential

Commission-approved program sponsors may submit a CTC Online recommendation to add a full specialty area to a valid Level I/II, Preliminary or Clear Education Specialist Instruction Credential. Holders of previously issued special education credentials may be recommended via CTC Online for a separate Education Specialist Instruction Credential in the new specialty area based on the completion of an approved program. There are exceptions which are detailed in [CIA 12-06](#).

Added Authorization in Special Education (AASE)

The CTC Online system may be used to submit a recommendation to add an AASE to holders of a valid Education Specialist Instruction Level I/II, Preliminary or Clear credential. It is important to note that an AASE may not be added if the credential already authorizes the AASE specialty area. For example, the AASE in Autism Spectrum Disorders may not be added to an Education Specialist Instruction Credential in Moderate/Severe Disabilities. Holders of previously issued special education



credentials may be recommended via the CTC Online system for a separate Educator Authorization based on the completion of an approved program.

Special Education Added Authorizations

Commission-approved program sponsors may submit a CTC Online recommendation for these three Special Education Added Authorizations for holders of the appropriate prerequisite credentials:

- 1) Adapted Physical Education Added Authorization (APEAA)
- 2) Early Childhood Special Education Added Authorization (ESCEAA)
- 3) Resource Specialist Added Authorization (RSPAA)

The APEAA and the RSPAA are issued as standalone documents while the ESCEAA can be added to an Education Specialist Instruction Credential or issued as an Educator Authorization.

Adding a Teaching or Content Area to a General Education Teaching Credential (via Title 5 section 80499)

Educators seeking to add a new credential type or content area to an existing general education credential may submit a paper application to the Commission, form 41-4 with appropriate application fee and supporting documentation. This applies to all three options using Title 5 section 80499 as found on page 2. CTC Online recommendation is not appropriate for this route as the educator has not completed a full professional preparation program including student teaching for this authorization. Completing a subject-matter program, a reading course, a pedagogy course, and/or the EL requirement does not constitute completion of a full program.

Supplementary and/or Subject Matter Authorizations

Supplementary and subject matter authorizations may be added at the same time as the initial CTC Online recommendation of a preliminary Multiple or Single Subject Credential as long as the program sponsor is approved to add this type of authorization. Otherwise, a paper application is required.

English Learner and Bilingual Authorizations

Educators who meet the requirements for these authorizations by passing the appropriate examinations need to submit a paper application to the Commission, form 41-4 with appropriate application fee and supporting documentation. Educators who complete a Commission-approved program are recommended using the CTC Online recommendation process. See below for individuals concurrently completing both an induction program and an English Learner or Bilingual Authorization.

Alternate Processes

There are situations in which an educator completes an approved program but a recommendation from a program sponsor must be submitted via paper application instead of the CTC Online system. Some of those situations are listed below. The Commission will honor the issuance date for a document as long as all requirements were met prior to and the application is received at the Commission not more than three months after the requested filing date. Each situation that follows requires the submission of a paper application form 41-4, current processing fee, and the supporting materials listed. Links to the different recommendation forms may be found in the References section.

**Completion of Both an Induction Program and English Learner or Bilingual Authorization**

For individuals holding a preliminary general education teaching credential based on completion of the out-of-state requirements that complete an induction program to upgrade to the clear credential and pass the appropriate examinations for the English Learner or Bilingual authorization, the following must be submitted:

- 1) A 41-INDUCTION form with an authorized signature; and
- 2) A photocopy of the passing CTEL/CSET: World Languages Examinee Score Report

For individuals holding a preliminary or Level I special education teaching credential based on completion of the out-of-state requirements that complete an induction program to upgrade to the clear credential and pass the appropriate examinations for the English Learner or Bilingual authorization:

- 1) A 41-SPED form with an authorized signature; and
- 2) A photocopy of the passing CTEL/CSET: World Languages Examinee Score Report

If the educator completing the CTEL examinations wishes to receive a separate CLAD Certificate instead of having the English Learner Authorization added to the credential, this would require an additional application and processing fee.

If the preliminary or Level I credential holder completes a Commission-approved CTEL or Bilingual authorization program instead of the examinations, the educator must be recommended by each program sponsor using CTC Online, resulting in two applications and two fees.

Preliminary or Clear Education Specialist Program

As noted in the section above for adding a full specialty area to valid special education credential, in certain situations the credential cannot be recommended using the CTC Online system. All details may be found in [CIA 12-06](#).

Holder of Two Level I Education Specialist Credentials Completing Level II or Clear Induction Program

Due to the specific specialty area content in Level II special education programs, at times educators subsequently completing an additional Level I program will hold two separate Level I Education Specialist credentials, one in each specialty area. When completing requirements to be recommended for the Level II or Clear credential, it requires a paper application to combine the two specialty areas onto one document. The program sponsor must submit:

- 1) 41-SPED form with an authorized signature

No Longer Available as Online Recommendation

There are documents that program sponsors previously were able to recommend which are not available for recommendation using the CTC Online process. The primary type of credential in this category is when an individual qualifies via Title 5 section 80499. This is largely due to the individual not completing an approved multiple subject or single subject teaching program and therefore not being eligible for recommendation. A chart listing documents and/or authorizations that may be



submitted via CTC Online is provided in Appendix A. An additional chart displaying credentials and authorizations that an educator may submit directly to the Commission is provided in Appendix B.

Route to “Basket” Applications

Soon after CTC Online went live in May 2012, the Commission implemented a temporary process for document types that were no longer available using the CTC Online process, such as adding teaching content areas using the Title 5 section 80499 process, supplementary authorizations, and subject matter authorizations. These applications were sent through the paper application process and routed to “BASK” to provide priority processing.

With the current average application processing timeframes below fifty days, the Certification Division is eliminating the “Basket” paper application process effective the date of this CIA.

Background:

In July 2005, the Commission implemented a web-based portal for the purpose of accepting recommended applications from Commission approved institutions of higher education. Approved Induction and District Intern programs soon followed. Changing over to a new system was required as the technology for the former online system was outdated and needed to be replaced.

The Credential Web Interface Project (CWIP) major components designed the new online system to allow authorized submitters from approved programs and employers to recommend educators for all documents and/or authorizations aligned to their Commission-approved programs and authorizations.

On May 29, 2012, the Commission transitioned to hosting the new CTC Online system in-house. This allows for a unified system with data sharing and continued uses of the Commission’s existing Credentialing Automation System Enterprise (CASE) business logic and associated user features.

References:

CTC Online Manual: <http://www.ctc.ca.gov/credentials/cig2/manuals/CTC-Online-Submission-Handbook.pdf>

Credential Information Alert 12-06 *Adding a Specialty Area to a Valid Special Education Credential for California-Prepared Teachers*:
http://www.ctc.ca.gov/credentials/cig2/alerts/2012_alerts/1206.pdf

Adding Authorizations to Education Specialist Teaching Credentials (AASE):
<http://www.ctc.ca.gov/credentials/leaflets/cl890.pdf>

Adapted Physical Education Added Authorization:
<http://www.ctc.ca.gov/credentials/leaflets/cl623.pdf>

Resource Specialist Added Authorization:
<http://www.ctc.ca.gov/credentials/leaflets/cl625.pdf>

Adding Authorizations to Multiple and Single Subject Credentials:
<http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>

Supplementary Authorizations for Multiple Subject and Standard Elementary Credentials:
<http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf>



Supplementary Authorizations for Single Subject, Standard Secondary and Special Secondary Credentials: <http://www.ctc.ca.gov/credentials/leaflets/cl603.pdf>

Subject Matter Authorizations: <http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf>

English Learner Authorization/CLAD Certificate:
<http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf>

Bilingual Authorizations
<http://www.ctc.ca.gov/credentials/leaflets/cl628b.pdf>

Recommendation Form for General Education Induction Programs:
<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/41-INDUCTION.pdf>

Recommendation Form for AASE: <http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/41-AASE.pdf>

Recommendation Form for Education Specialist Programs (other than AASE):
<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/41-SPED.pdf>

Contact Information:

For credentialing inquiries, contact the Commission's Information Services Unit by email at credentials@ctc.ca.gov or call (916) 322-4974 Monday – Friday 12:30 PM to 4:30 PM

Appendix A: Approved Program Recommendations/Agency Submissions Completed Online

Credential Name (Approved Programs)	Type of Program	Credential Term Issued
Adapted Physical Education Added Authorization	Added Authorization	Clear
Added Authorizations in Special Education	Added Authorization (Autism Spectrum Disorders; Deaf-Blind; Emotional Disturbance; Orthopedic Impairment; Other Health Impairment; Traumatic Brain Injury)	Added Authorization; Educator Authorization
Administrative Services	Intern; Preliminary; Clear: Professional Standards or Guidelines Based	Preliminary; Clear; Intern; Certificate of Eligibility
Bilingual Authorization	Bilingual Authorization (Arabic, Armenian, Cantonese, Farsi, Filipino, French, German, Hmong, Japanese, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Vietnamese)	Added Authorization; Educator Authorization
Clinical or Rehabilitative Services	Audiology; Orientation and Mobility	Clear
Early Childhood Special Education Added Authorization	Added Authorization	Added Authorization; Educator Authorization
Education Specialist Instruction	Intern; Preliminary; Level II; Clear Induction (Mild/Moderate; Moderate/Severe; Deaf and Hard of Hearing; Language and Academic Development; Early Childhood Special Education; Visual Impairments; Physical Impairments)	Level II; Preliminary; Clear; Intern; District Intern
English Learner Authorization/CLAD Certificate	California Teacher of English Learners	Added Authorization; Clear CLAD Certificate
Multiple Subject Teaching	Ryan Clear; Intern; 2042 Preliminary; General Education Clear; Induction	Preliminary; Clear; Intern; District Intern
Pupil Personnel Services	Intern; School Counseling; School Psychology; Child Welfare and Attendance; School Social Worker	Intern; Clear
Reading Certificate	Certificate	Clear
Resource Specialist Added Authorization	Added Authorization	Preliminary, Clear
School Nurse Services	School Nurse; Special Teaching Authorization in Health	Clear
Single Subject Teaching	Ryan Clear; Intern; 2042 Preliminary; General Education Clear; Induction	Preliminary; Clear; Intern; District Intern
Specialist Instruction	Agriculture; Gifted; Health Science; Mathematics; Reading; Bilingual; Early Childhood	Clear
Speech-Language Pathology Services	Language, Speech and Hearing with or without Special Class Authorization (SCA); Language, Speech, Hearing and Audiology with or without SCA	Preliminary; Clear
Teacher Librarian Services	Teacher Librarian; Special Class Authorization	Clear
Submitted online-not approved programs		
Emergency Permit	30 Day Substitute Permit	
Supplementary/Subject Matter Authorization(s)	Added Authorization	

Online Services for Agencies: https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=Login+View

Appendix B: Applications Submitted Directly by Educator

Credential Type or Authorization
Submit as Paper Applications
Adding a Content Area to a Single Subject Credential via Title 5 section 80499
Adding a Multiple Subject Credential for holder of a Single Subject Credential via Title 5 section 80499
Adding a Single Subject Credential for holder of a Multiple Subject Credential via Title 5 section 80499
Bilingual Authorization (by examination)
*Bilingual Authorization (completion of bilingual program)
Certificate of Clearance (applicants residing outside CA must submit paper application form 41-4)
*Certificate of Eligibility (to obtain preliminary or Level I credential-1/2 processing fee)
Certificate of Completion of Staff Development
*Change of Restriction on Intern credentials (1/2 processing fee)
Child Development Permits
Crosscultural, Language and Academic Development (CLAD) by examination
*Designated Subjects (all types)
Education Specialist Level I (OOS or OTUS; CE if CA prepared)
*Education Specialist Clear (holds Level II, completes Education Specialist <u>Preliminary</u> program)
*Emergency Career Substitute Permit
Emergency Substitute Permit for Prospective Teachers
Extensions by Appeal (all types)
*Prelingually Deaf Credential
*Provisional Intern and Short-Term Staff Permit
Single Subject in Specialized Science content area
Subject Matter Authorizations
Supplementary Authorizations
*Waiver Application Requests
Submit as Online Applications
Activity Supervisor Clearance Certificate
Certificate of Clearance (CA residents must submit online)
Clear to Clear Renewals
Emergency 30-Day Substitute Permit Renewals

**requires approved program recommendation form or employing agency supporting documentation*

Application form 41-4: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

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