



# Credential Information Alert

**DATE:** February 24, 2014                      **NUMBER:** 14-08

**SUBJECT: CTC Online Recommendation Guidance**

**Summary:**

The Commission provides ongoing assistance to our stakeholders by offering training and support for submitting online recommendations via the CTC Online system. To strengthen this ongoing partnership, the Commission developed this CIA to provide guidance and helpful reminders regarding submitting CTC Online recommendations. Topics include strategies to prevent common CTC Online recommendation issues as well as additional training resources designed with the needs of the authorized submitter in mind.

**Key Provisions:**

To enhance the quality of CTC Online recommendations, the Commission developed a reference chart for authorized submitters to use as a guide when submitting recommendations. Key information for each recommendation type, such as appropriate renewal requirements, authorization codes, and helpful tips are included. The chart *CTC Online – Credential Types and Codes* can be found in Appendix A. A link to the chart can be found on the CTC Online page and the list of Charts in the Commission’s Credential Information Guide (CIG) (see References section for CIG log-in and password information). Additional information is provided below to help improve the quality of recommendations submitted to the Commission.

*Renewal Codes*

When creating a recommendation it is critical that the renewal code(s) is added to the document. The CTC Online system does not recognize the renewal code field as a required field which means that a recommender can inadvertently create and submit a recommendation that does not include a renewal code. Care should be taken not to skip the renewal code field after the authorization field is completed.

The screenshot shows the 'Authorization / Subjects' section of the CTC Online system. It features a table with the following data:

Authorization Code*	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
P30	30-Day Emergency Substitute Permit	NONE		MAJ	

Below the table is the 'Renewal Requirements' section, which is circled in red in the image. It includes a 'New' button and a 'Delete' button. The table below it has columns for 'Renewal Code', 'Renewal Description', and 'Additional Description'. At the bottom of the interface are 'Back', 'Cancel', and 'Next' buttons.

*Added Authorizations in Special Education (AASE)*

An Added Authorization in Special Education must be submitted as a separate Educator Authorization Document (C8) when the applicant’s valid prerequisite special education teaching credential is no longer initially issued. Common examples of such documents are Specialist



Instruction Credentials in Special Education and Standard and Special Secondary Teaching Credentials with a special education authorization.

If an educator holds one of the following prerequisite special education credentials then the recommender must build the recommendation for the AASE as an “Added Authorization”:

- Education Specialist Teaching Credential (document code TC3S)
- Clinical or Rehabilitative Services Credential with a Special Class Authorization (document code SC4)
- Speech-Language Pathology Services Credential with a Special Class Authorization (document code SC8)

When submitting an AASE recommendation through CTC Online, the recommender must always include the “Added Authorization Date” in the **Authorization/Subjects** section of the recommendation, and must be sure to select “Save” before proceeding. This date serves as the issuance date for the credential recommendation and failure to follow these steps may result in unnecessary processing delays.

Recommender View:

The screenshot shows a form titled "Authorization / Subjects" with "Save" and "Cancel" buttons. It contains fields for "Authorization Code:", "Subject Code:", "Authorization Description:", "Subject Description:", and "Added Authorization Date:". The "Added Authorization Date" field is circled in red.

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

*Upgrading from Preliminary to Clear Certification*

When an educator completes the Level I or Preliminary Credential renewal requirements through an approved program sponsor, the program sponsor shall recommend the educator for an “upgrade”. Commission staff has seen an increase of recommendation for upgrades in which the renewal code has not been changed. When submitting a recommendation to upgrade a Preliminary or Level I credential to the Clear or Level II credential, the authorized submitter must always update the document’s renewal requirements by entering the new renewal code applicable to the Clear or Level II certification. The CTC Online Codes Chart found in Appendix A provides specific renewal codes for each document upgrade scenario.

*Credential Dating*

Another issue seen in both upgrades and other recommendation types is that the issuance and/or expiration dates have not been populated correctly. A recommender should take care to verify that the issuance and expiration dates for a recommendation are correct prior to submission and that dating



information is saved prior to continuing with a recommendation. Specifically, the following dating rules must be followed:

- Upgrades from a Preliminary or Level I credential to a Clear or Level II credential require the submitter to change the issuance date in the *Document Detail* screen. The expiration date should not be changed. The system will automatically calculate the correct expiration date once the “Save” button is selected.
- A recommendation for a dependent document which requires a prerequisite credential, such as the Administrative Services Credential, must use dependent dating. The recommender must select the appropriate expiration date for the dependent document recommendation, making sure that it matches the expiration date of the valid prerequisite credential. To do so, a recommender must make sure they have identified the educator’s prerequisite teaching credential and have noted that credential’s expiration date *before* beginning the dependent document recommendation. The chart in Appendix A provides additional information on what types of credential recommendations require dependent dating. Additional information on dependent dating can also be found in [CIA 07-16](#) and on page 8 of this CIA.

### *Intern Credentials*

When submitting a recommendation for a District or University Intern Credential, the recommendation must include the required employing agency restriction where the educator will be serving. To ensure that the restriction is included with the recommendation, a submitter should take care to click the “Save” button once the appropriate restriction is selected.

In the event that the required employing agency does not appear as an available restriction selection in CTC Online, the submitter should email the Commission at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) to request that the employing agency be added to the CTC Online database. The email should include the name, address, telephone number, and email address of the employing agency and include “Employing Agency Restriction” in the subject line of the email. The recommendation should not be completed until the submitter has received an email response from the Commission confirming that the appropriate restriction was added to the system. Emails are generally responded to within two business days.

When a change of restriction or an addition of a content or specialty area for an existing Intern Credential is required, the recommendation must be submitted via the paper application process. Most importantly, a recommender should not submit a change of restriction or added content or specialty area for an Intern Credential online by creating a new recommendation.

### *Additional Reminders and Resources*

#### Making Changes to a Recommendation

A recommender may make changes to a recommendation even after it has been submitted and up until the point that the educator has paid for the recommendation. A recommender should not email the Commission to request a correction to a recommendation if the educator has not yet submitted the payment.



When to Add an Authorization

A recommendation for an additional content area, a Supplementary Authorization, or a Subject Matter Authorization can only be recommended online when submitting a First Time (FT) or New Type (NT) preliminary credential recommendation. See page 5 concerning document categories of FT and NT.

- A Supplementary or Subject Matter Authorizations can only be added if the Authorized Submitter completed the Commission’s training and has been named by the Authorized Designee on the [CL-897A](#) form.
- An additional authorization in a general education content area can only be added to an existing credential by the approved program sponsor when an educator completed the entire approved program including student teaching. Completing a subject-matter program, a reading course, a pedagogy course, and/or the EL requirement does not constitute completion of a full program and does not allow for submission of an online recommendation. This specifically applies to adding a new content area or teaching area via the Title 5 section 80499 process.

Note: Effective January 1, 2014, a candidate enrolled in a single subject program that passes the CSET examinations in an additional content area will be required to complete a pedagogy class specific to the additional content area to obtain a preliminary credential in both content areas. The Commission-approved program sponsor is responsible for verifying that the student meets the program standards in *all* single subject content areas requested before submitting the recommendation.

Credential Terms

The following is a list of most commonly used credential terms:

Term	Description	Valid Period*
C8	Educator Authorization	Valid for term of prerequisite credential
CE	Certificate of Eligibility	Does not expire
CL	Clear	5 years
IN	Intern	2 or 3 years
L1	Preliminary Level I	5 years
L2	Clear Level II	5 years
P5	Preliminary	5 years
P2	Preliminary	2 years
EM	Emergency Permit	1 year

\* Valid period depends on program type and/or expiration date of prerequisite credential

Submitting Multiple Recommendations

A submitter may choose to submit recommendations for multiple educators at the same time from the “My Filtered Recommends” page, known as a “bulk submission”. However, the submitter should be



aware that only one confirmation email will be sent to the recommender when a “bulk submission” is done.

### Application Checklists

The Commission has several checklists to assist the recommending agency with identifying the initial issuance or renewal requirements for different documents and preparation types. A recommender can use the link below to access the appropriate checklist for documents available through the CTC Online system: <http://www.ctc.ca.gov/credentials/cig2/checklists.html>.

### Identifying the Document Category: First Time (FT) or New Type (NT)

For each recommendation (other than an Upgrade recommendation), the recommender will need to decide if the recommendation is a First Time (FT) or New Type (NT) document for the educator.

A First Time (FT) is for the educator's first credential or permit, other than a Certificate of Clearance (COC), an Activity Supervisor Clearance Certificate (ASCC), or a Variable Term Waiver (VTW). The following is an example of when to select the FT document category:

The Educator detail page displays the following information:

*A Certificate of Clearance had been issued to the educator.*

*An Emergency 30-Day Substitute Teaching Permit application is pending.*

Select the FT document category for the new recommendation document type as only the Certificate of Clearance had been issued to the educator and the Emergency 30-Day Substitute Teaching Permit application is pending and has not yet been issued.

Once an educator holds any credential or permit, valid or expired, any subsequent recommendations (other than an Upgrade recommendation) should be for a New Type (NT). A COC, ASCC, or VTW would not count as they are not full credentials or permits. The following is an example of when to select the NT document category.

The Educator detail page displays the following information:

*A Certificate of Clearance has been issued to the educator.*

*An Emergency 30-Day Substitute Teaching Permit has been issued to the educator (can be valid or expired).*

Select the NT document category for the new recommendation's document type as the Emergency 30-Day Substitute Teaching Permit was previously issued to the educator.

### Identifying the Document Category: Renewal (RN) or Reissuance (RI)

For each recommendation (other than First Time or New Type recommendation) the recommender will need to decide if the recommendation should be a Renewal (RN) or Reissuance (RI).

The Renewal (RN) document category is used when the educator's *valid* (unexpired) Preliminary or Level I credential is recommended for an upgrade to a Clear or Level II credential. RN is also appropriate when there is *no lapse* in time between the expiration date of the document to be renewed



and the issuance date of the new document. The following is an example of when to select the RN document category:

The Educator detail page shows that the educator holds following document:

*Preliminary Single Subject Credential Issued: May 5, 2008 Expires: June 1, 2013*

Document to be recommended:

*Clear Single Subject Credential (Upgrade) with an issuance date of May 29, 2013*

Select the RN document category for the new recommendation as the Preliminary Single Subject Credential *will not* expire before the issuance date of the new Clear document. If the requested issuance date for the Clear or Level II credential recommendation was after the expiration date of the existing Preliminary or Level I credential that is being upgraded then the recommender should use the Reissuance document category described below.

The Reissuance (RI) document category is used when the educator's *expired* Preliminary or Level I credential is recommended for an upgrade to a Clear or Level II credential. RI is also used when there is a *lapse* in time between the expiration date of the document to be reissued and the issuance date of the new document. The following is an example of when to select the RI document category:

The Educator detail page shows that the educator holds following document:

*Level I Education Specialist Credential Issued: April 2, 2008 Expires: May 1, 2013*

Document to be recommended:

*Level II Education Specialist Credential (Upgrade) with an issuance date of May 29, 2013*

Select the RI document category for the new recommendation as the Level I Education Specialist Credential has expired *before* the issuance date of the new Level II document.

### Dependent Document Dating

A dependent document requires an educator to hold a valid prerequisite teaching credential as a certification requirement. Dependent documents require dating that is based on the educators valid prerequisite document. In general, the expiration date of the dependent document must be the same as the expiration date of the prerequisite document that is valid on the date the dependent document is issued. This means the dependent document must expire *at the same time as the holder's appropriate prerequisite credential*. Statute only allows the Commission to issue a preliminary or clear document for a maximum of five years; however, since the dependent document must expire with its valid prerequisite credential, most dependent documents are initially issued for less than five years.

Scenario example of dependent dating: An educator holds the following prerequisite documents:

*Clear Single Subject Teaching Credential Issued: March 1, 2009 Expires: March 1, 2014*

*Clear Single Subject Teaching Credential (recent renewal) Issued: March 1, 2014  
Expires: March 1, 2019*



Dependent Document to be recommended:

*Clear Administrative Services Credential with an issuance date of December 29, 2013.*

Appropriate credential dating for the dependent Clear Administrative Services Credential:

*Issue date: December 29, 2013 Expiration date: March 1, 2014*

Note: The Clear Single Subject Credential that is valid at the time the dependent Clear Administrative Services Credential is issued is the appropriate prerequisite credential. In this example, the March 1, 2014 date is accurate. The expiration date for the Clear Administrative Services Credential must match the expiration date of that Clear Single Subject Credential despite the fact that the educator has renewed their prerequisite credential.

### CTC Online Application Status

Appendix B includes a chart that lists the potential displays that an Authorized Submitter or Designee may encounter as an application status so submitters can identify the action taken on an application.

### Attachments

The recommender should remember to attach appropriate supporting documentation when submitting the following types of recommendations:

- Bachelor's degree information for first-time (FT) Emergency 30-Day Substitute Teaching Permits and first-time (FT) Preliminary Single Subject, Multiple Subject, or Education Specialist Credentials.
- Master's degree information for Preliminary Speech-Language Pathology Services Credentials.
- Examination scores when an applicant meets the Basic Skills Requirement based on passage of an appropriate out-of-state examination.

When supporting materials cannot be submitted electronically as an attachment the recommender should fax the documents to the Commission's dedicated fax line at (916) 445-7255. The fax should include a coversheet with the recommender's name and agency information, telephone number and email address along with the educator's full name, date of birth, and credential type being recommended. Attachments should not be submitted via postal mail or email.

### Enhancements

Two enhancements were made to CTC Online. First is the ability for individuals to view the recommending agency for a specific document when accessing an educator's record via the secured search portal. The secured search requires the inquirer to enter the educator's social security number and date of birth. Recommending agency information is viewable in the Document tab of the educator's record as shown below.



Document	Application	Adverse and Commission Actions							
Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
> [REDACTED]	Education Specialist Instruction Credential	Level II	Valid	6/1/2012	7/1/2017	6/1/2012			ALAMEDA COUNTY OFFICE OF EDUCATION
> [REDACTED]	Multiple Subject Teaching Credential	Preliminary	Valid	1/21/2008	2/1/2013	1/21/2008			CITY UNIVERSITY

Second, Program Sponsor Alert 14-02, distributed January 17, 2014, noticed the field that effective immediately if an educator does not complete and submit payment for an online recommendation within 90 days, the recommendation will be cancelled and the recommending agency will be required to complete a new online recommendation.

**References:**

CTC Online Credential Codes Chart

<http://www.ctc.ca.gov/credentials/cig2/files/ctconline-codes.pdf>

Credential Information Guide Log-in and Password Information

1. Click the following link, which will open in a new browser window:

[http://www.ctc.ca.gov/credentials/cig2/cig\\_toc.html](http://www.ctc.ca.gov/credentials/cig2/cig_toc.html)

2. A dialog box will appear asking for a user id and a password. Type the following:

Username: cig2011 Password: ctguide

If you do not want to input the User Name and Password each time, click the small box labeled to the left of "Save this password in your password list" or "Remember my password."

3. Click the "OK" button to proceed.

Credential Information Alert 07-16:

[http://www.ctc.ca.gov/credentials/cig2/alerts/2007\\_alerts/0716.pdf](http://www.ctc.ca.gov/credentials/cig2/alerts/2007_alerts/0716.pdf)

Add Authorized Submitter CL-897A Form:

<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl897a.pdf>

CTC Online Handbook for Online Document Submission:

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

Application Checklists: <http://www.ctc.ca.gov/credentials/cig2/checklists.html>

**Contact Information:**

The quickest and most direct method to receive a response to specific questions is by email to the Commission's Information Services Section at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov). Place key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff. Emails are typically responded to within two business days.

You may also contact the Commission by telephone at (916) 322-4974 Monday through Friday between 12:30 p.m. and 4:30 p.m. PST.

## Appendix A: CTC Online Recommendations – Credential Types and Codes

Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<b>EDUCATION SPECIALISTS TEACHING CREDENTIALS</b>										
<a href="#">Education Specialist Credential: Preliminary</a>	NO	NO	<a href="#">TC3S</a>	P5	FT NT AA*	R19N	NO	R3**	**	* Include "Added Authorization Date" in recommendation. ** See <a href="#">EDUCATION SPECIALIST SPECIALTY AREAS</a> chart below. *** Use ELA1 for program enrollment <u>prior</u> to January 1, 2014. Use ELAE if program enrollment <u>on or after</u> January 1, 2014. • Do not add AAAS to R3MS or R3EC auths.
								AAAS	NONE	
								ELA***	NONE	
								AA**	NONE	
<a href="#">Education Specialist Credential: Clear (Upgrade)</a>	NO	NO	<a href="#">TC3S</a>	CL	AA* RN RI	R20	NO	Keep existing authorization(s)	Keep existing subject code(s)	* Include "Added Authorization Date" in recommendation. ** See <a href="#">EDUCATION SPECIALIST ADDED AUTHORIZATION AREAS</a> chart below. For Added Authorizations only. • When submitting an AA, the recommendation should be added to the document that was valid <i>as of the AA issuance date</i> . • <a href="#">Checklists for clearing Education Specialist Credentials based on out-of-state and outside the United States preparation</a>
								AA**	NONE	
<a href="#">Education Specialist Credential: Level II (Upgrade)</a>	NO	NO	<a href="#">TC3S</a>	L2	AA* RN RI	R20	NO	Keep existing authorization(s)	Keep existing subject code(s)	* Include "Added Authorization Date" in recommendation. ** See <a href="#">EDUCATION SPECIALIST ADDED AUTHORIZATION AREAS</a> chart below. For Added Authorizations only. • When submitting an AA, the recommendation should be added to the document that was valid <i>as of the AA issuance date</i> . • <a href="#">Checklists for clearing Education Specialist Credentials based on out-of-state and outside the United States preparation</a>
								AA**	NONE	

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Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<a href="#">Education Specialist Credential: University Intern</a>	NO	NO	<a href="#">TC3S</a>	IN	FT NT	R17N	YES*	R3**	**	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added. ** See <a href="#">EDUCATION SPECIALIST SPECIALTY AREAS chart below</a> . • Do not add AAAS to R3MS or R3EC auths.
								AAAS	NONE	
								ELAE	NONE	
<a href="#">Education Specialist Credential: District Intern</a>	NO	NO	<a href="#">TC10</a>	SE	FT NT	R29	YES*	R3**	**	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added. ** See <a href="#">EDUCATION SPECIALIST SPECIALTY AREAS chart below</a> . • Do not use R28 renewal code. • Do not add AAAS to R3MS or R3EC auths.
								AAAS	NONE	
								ELA3	NONE	
<b>MULTIPLE SUBJECT TEACHING CREDENTIALS</b>										
<a href="#">Multiple Subject Credential: Preliminary</a>	NO	NO	<a href="#">TC2</a>	P5	FT NT	R14I	NO	R2M	GSX	*Use ELA1 for program enrollment <u>prior</u> to January 1, 2014. Use ELAM if program enrollment <u>on or after</u> January 1, 2014.
								ELA*	NONE	
<a href="#">Multiple Subject Credential: Clear (Upgrade)</a>	NO	NO	<a href="#">TC2</a>	CL	RN RI	R20	NO	Keeps existing authorization(s)	Keeps existing subject code(s)	• <a href="#">Checklists for clearing Multiple Subject Credentials based on out-of-state and outside the United States preparation</a> • <a href="#">Checklist for clearing Multiple Subjects Credentials based on Ryan preparation programs</a>
<a href="#">Multiple Subject Credential: University Intern</a>	NO	NO	<a href="#">TC2</a>	IN	FT NT	R17	YES*	R2M	GSX	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added.
								ELAM	NONE	
<a href="#">Multiple Subject Credential: District Intern</a>	NO	NO	<a href="#">TC10</a>	ML	FT NT	R29	YES*	R2M	GSX	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added.
								ELA3	NONE	

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Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<b>SINGLE SUBJECT TEACHING CREDENTIALS</b>										
<a href="#">Single Subject Credential: Preliminary</a>	NO	NO	<a href="#">TC1</a>	P5	FT NT	R14I	NO	R**	**	*Use ELA1 for program enrollment prior to January 1, 2014. Use ELAS if program enrollment on or after January 1, 2014. **See SINGLE SUBJECT AUTHORIZATIONS chart below.
								ELA*	NONE	
<a href="#">Single Subject Credential: Clear (Upgrade)</a>	NO	NO	<a href="#">TC1</a>	CL	RN RI	R20	NO	Keeps existing authorization(s)	Keeps existing subject code(s)	<ul style="list-style-type: none"> <li>• <a href="#">Checklists for clearing Single Subjects Credentials based on out-of-state and outside the United States preparation</a></li> <li>• <a href="#">Checklist for clearing Single Subjects Credentials based on Ryan preparation programs</a></li> </ul>
<a href="#">Single Subject Credential: University Intern</a>	NO	NO	<a href="#">TC1</a>	IN	FT NT	R17	YES*	R**	**	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added. ** See SINGLE SUBJECT AUTHORIZATIONS chart below.
								ELAS	NONE	
<a href="#">Single Subject Credential: District Intern</a>	NO	NO	<a href="#">TC10</a>	SL	FT NT	R29	YES*	R**	**	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added.
								ELA3	NONE	
<b>ADMINISTRATIVE SERVICES CREDENTIALS</b>										
<a href="#">Administrative Services Credential: Intern</a>	YES	YES	<a href="#">SC1A</a>	IN	NT	R64 or R64P	YES*	R54A	NONE	*If employing agency is not listed as available restriction the recommender should email the Commission to have it added. <ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching or services credential.</li> <li>• Use R64 when issued for full two years.</li> <li>• Use R64P when issued for less than two years because basic prerequisite credential expires within two years.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>

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Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<a href="#">Administrative Services Credential: Preliminary</a>	YES	YES	SC1A	P5	NT	R68C or R68L	NO	R54A	NONE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching or services credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> <li>• Use R68C when issued for full five years.</li> <li>• Use R68L when issued for less than five years because basic prerequisite credential expires within five years.</li> </ul>
<a href="#">Administrative Services Credential: Clear</a>	YES	YES	SC1A	CL	RN RI	R20 and R15P	NO	R54A	NONE	<ul style="list-style-type: none"> <li>• Check that educator has held a valid Preliminary Administrative Services Credential. If not, see <a href="#">CIA 13-08</a> prior to submitting a recommendation.</li> <li>• Check for valid prerequisite teaching or services credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>
<b>SPEECH-LANGUAGE PATHOLOGY AND CLINICAL REHABILITATIVE SERVICES CREDENTIALS</b>										
<a href="#">Speech-Language Pathology Services Credential: Preliminary</a>	NO	NO	SC8	P2	FT NT	SLPT and/or 36EX	NO	LSH LSCA*	LSH NONE*	<ul style="list-style-type: none"> <li>* Select LSCA only when requesting Special Class Authorization. Use in conjunction with LSH.</li> <li>• Include Master's degree transcripts in attachments if not already on file.</li> </ul>
<a href="#">Speech-Language Pathology Services Credential: Clear</a>	NO	NO	SC8	CL	FT NT RN RI	R20	NO	LSH LSCA*	LSH NONE*	<ul style="list-style-type: none"> <li>* Select LSCA only when requesting Special Class Authorization. Use in conjunction with LSH.</li> <li>• If never held P2 then must verify requirements for both preliminary and clear were met.</li> </ul>

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Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<a href="#">Educator Authorization-Speech-Language Pathology Special Class Authorization**</a>	YES	NO	<a href="#">C8</a>	C8	NT AA*	C8	NO	LSCA	NONE	<p>* When adding authorization to an existing C8; Include "Added Authorization Date" in recommendation.</p> <p>**Only available for AAs to a document that is no longer initially issued</p> <ul style="list-style-type: none"> <li>• Check for valid prerequisite credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>
<a href="#">Clinical or Rehabilitative Services Credential</a>	NO	NO	<a href="#">SC4</a>	CL	FT NT	R20	NO	R56A	OM	
<b>PUPIL PERSONNEL SERVICES CREDENTIALS</b>										
<a href="#">Pupil Personnel Services Credential: Intern</a>	NO	NO	<a href="#">SC5</a>	IN	FT NT AA*	R64	YES**	R511 (Counseling)	SC2	<p>* Include "Added Authorization Date" in recommendation.</p> <p>**If employing agency is not listed as available restriction the recommender should email the Commission to have it added.</p> <p>***Not a stand-alone authorization; must be listed with School Counseling, School Psychology, or School Social Work.</p>
								R512 (Social Work)	SSW	
								R513 (Psychology)	SP2	
								R514*** (Welfare)	SCWA***	
<a href="#">Pupil Personnel Services Credential: Clear</a>	NO	NO	<a href="#">SC5</a>	CL	FT NT AA*	R20	NO	R511 (Counseling)	SC2	<p>* Include "Added Authorization Date" in recommendation.</p> <p>**Not a stand-alone authorization; must be listed with School Counseling, School Psychology, or School Social Work.</p>
								R512 (Social Work)	SSW	
								R513 (Psychology)	SP2	
								R514** (Welfare)	SCWA**	

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<b>SCHOOL NURSE SERVICES CREDENTIAL</b>										
<a href="#">School Nurse Services Credential</a>	NO	NO	<a href="#">SC3A</a>	CL	RI RN AA*	R20	NO	R52N	NONE	** Include "Added Authorization Date" in recommendation. **Select R52H only when requesting Special Class Authorization. Use in conjunction with R52N.
								R52H**	NONE**	
<b>LIBRARY SERVICES CREDENTIALS</b>										
<a href="#">Teacher Librarian Services Credential</a>	YES	YES	<a href="#">SC2B</a>	CL	NT AA*	R20 and R15P	NO	R53B R53S**	NONE NONE**	* Include "Added Authorization Date" in recommendation. **Select R53S only when requesting Special Class Authorization. Use in conjunction with R53B. • Check for valid basic prerequisite teaching credential. • Expiration date must be same as that of the valid prerequisite teaching credential.
<a href="#">Educator Authorization-Teacher Librarian Special Class Authorization**</a>	YES	NO	<a href="#">C8</a>	C8	NT AA*	C8	NO	R53S	NONE	* Include "Added Authorization Date" in recommendation. **Only available for AAs to a document that is no longer initially issued (Special Education TC3H, Life credentials, etc.) • Check for valid prerequisite teaching credential.

## CTC Online Recommendations – Credential Types and Codes

Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<b>RESOURCE SPECIALIST CREDENTIALS</b>										
<a href="#">Resource Specialist: Clear</a>	YES	YES	<a href="#">SA1</a>	CL	NT RI RN	S31C	NO	RSAA	NONE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>
<b>ADDITIONAL CREDENTIAL TYPES</b>										
<a href="#">Crosscultural, Language, and Academic Development</a>	YES	NO	<a href="#">SA12</a>	C8	NT	S31B	NO	ELA1	NONE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> </ul>
<a href="#">Educator Authorization-Added Authorization in Special Education**</a>	YES	NO	<a href="#">C8</a>	C8	NT AA*	C8	NO	AA***	NONE	<ul style="list-style-type: none"> <li>* Include “Added Authorization Date” in recommendation.</li> <li>**Only available for AAs to a document that is no longer initially issued (Special Education TC3H, Life credentials, etc.)</li> <li>*** See <a href="#">EDUCATION SPECIALIST ADDED AUTHORIZATION AREAS</a> chart on <a href="#">page 10</a>.</li> <li>• Do not add AAAS to R3MS or R3EC auths.</li> </ul>
<a href="#">Educator Authorization-Bilingual Authorization**</a>	YES	NO	<a href="#">C8</a>	C8	NT AA*	C8	NO	BA***	***BA	<ul style="list-style-type: none"> <li>* Include “Added Authorization Date” in recommendation.</li> <li>**Only available for AAs to a document that is no longer initially issued (Special Education TC3H, Life credentials, etc.)</li> <li>***Use authorization and subject code for the specific target language requested.</li> </ul>

## CTC Online Recommendations – Credential Types and Codes

Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<a href="#">Educator Authorization-Mathematics Instructional Added Authorization</a>	YES	NO	<a href="#">C8</a>	C8	NT AA*	C8	NO	MIA1 or MIA2	NONE or NONE	<ul style="list-style-type: none"> <li>* Include “Added Authorization Date” in recommendation.</li> <li>• Check for valid prerequisite teaching credential.</li> <li>• Verify that educator holds appropriate English learner authorization issued by the Commission.</li> <li>• MIA1 for pre-algebra authorization.</li> <li>• MIA2 for Algebra I authorization.</li> </ul>
<a href="#">Adapted Physical Education Added Authorization</a>	YES	NO	<a href="#">SA7</a>	C8	NT	C8	NO	APEA	NONE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> </ul>
<b>SPECIALIST INSTRUCTION CREDENTIALS</b>										
<a href="#">Specialist Instruction Credential: Agriculture</a>	YES	YES	<a href="#">TC3A</a>	CL	NT	R20 and R15P	NO	R3A1	AGRI	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>
<a href="#">Specialist Instruction Credential: Bilingual Crosscultural Education</a>	YES	YES	<a href="#">TC3B</a>	CL	NT	R20 and R15P	NO	R3B	BC**	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul> **Select appropriate target language.
<a href="#">Specialist Instruction Credential: Early Childhood Education</a>	YES	YES	<a href="#">TC3C</a>	CL	NT	R20 and R15P	NO	R3C1	ECE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>

## CTC Online Recommendations – Credential Types and Codes

Document Title and Leaflet Link	Prerequisite Cred Req'd?	Dependent Dating Req'd?	Document Title	Term	Document Categories	Renewal Requirement(s)	Restriction Required?	Authorization Code(s)	Subject Code(s)	CTC Online Notes and Helpful Links
<b>READING SPEC</b>										
<a href="#">Specialist Instruction Credential in Reading and Language Arts</a>	YES	<a href="#">YES</a>	<a href="#">TC3G</a>	CL	NT	R20 and R15P	NO	R3G1	RLA	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>
<a href="#">Reading Certificate</a>	YES	<a href="#">YES</a>	<a href="#">SA16</a>	C8	NT	S31C	NO	S16	NONE	<ul style="list-style-type: none"> <li>• Check for valid prerequisite teaching credential.</li> <li>• Expiration date must be same as that of the valid basic prerequisite teaching or services credential.</li> </ul>

**CTC Online Recommendations – Credential Types and Codes**

<b>SINGLE SUBJECT AUTHORIZATIONS</b>			
<b>SUBJECT</b>	<b>AUTHORIZATION CODE</b>	<b>SUBJECT CODE</b>	<b>SUBJECT CODE</b>
AGRICULTURE	R1S	AGRI	AGR_X
ART	R1S	ART	ART_X
BUSINESS	R1S	BUSI	BUS_X
ENGLISH	R1S	ENGL	ENG_X
HEALTH SCIENCE	R1S	HS	HS_X
HOME ECONOMICS	R1S	HE	HE_X
INDUSTRIAL & TECHNOLOGY EDUCATION	R1S	ITE	ITE_X
MATHEMATICS	R1S	MATH	MAT_X
MUSIC	R1S	MUSI	MUS_X
PHYSICAL EDUCATION	R1S	PE	PE_X
SCIENCE: BIOLOGICAL SCIENCES	R1S	SBS	SBS_X
SCIENCE: CHEMISTRY	R1S	SC	SC_X
SCIENCE: GEOSCIENCES	R1S	SG	SG_X
SCIENCE: PHYSICS	R1S	SP	SP_X
SOCIAL SCIENCE	R1S	SS	SS_X
WORLD LANGUAGE: ENGLISH LANGUAGE DEVELOPMENT (ELD)	R1WL	WLEL	WLE_X
WORLD LANGUAGE: LANGUAGES OTHER THAN ENGLISH (LOTE)	R1S	FL_ _	FL_ X
<b>SPECIALIZED/ FOUNDATIONAL LEVEL SINGLE SUBJECTS</b>			
FOUNDATIONAL-LEVEL MATHEMATICS	R1F	FM	FM_X
FOUNDATIONAL-LEVEL GENERAL SCIENCE	R1GS	SIF	SIF_X
BIOLOGICAL SCIENCES (SPECIALIZED)	R1E	BSS	BSS_X
CHEMISTRY (SPECIALIZED)	R1H	CHS	CHS_X
GEOSCIENCES (SPECIALIZED)	R1G	GES	GES_X
PHYSICS (SPECIALIZED)	R1P	PHS	OHS_X

**CTC Online Recommendations – Credential Types and Codes**

<b>EDUCATION SPECIALIST SPECIALTY AREAS</b>		
<b>SUBJECT</b>	<b>AUTH CODE</b>	<b>SUBJECT CODE</b>
MILD/MODERATE	R3MM	MM
MODERATE/SEVERE	R3MS	MS
DEAF AND HARD OF HEARING	R3DH	DHH
PHYSICAL HEALTH IMPAIRMENT	R3PI	PHI
EARLY CHILDHOOD SPECIAL EDUCATION	R3EC	ECSE
VISUAL IMPAIRMENT	R3VI	VI
LANGUAGE AND ACADEMIC DEVELOPMENT	R3LD	LAD
<b>EDUCATION SPECIALIST ADDED AUTHORIZATION AREAS</b>		
<b>SUBJECT</b>	<b>AUTH CODE</b>	<b>SUBJECT CODE</b>
AUTISM SPECTRUM DISORDERS	AAAS	NONE
DEAF-BLIND	AADB	NONE
EMOTIONAL DISTURBANCE	AAED	NONE
OTHER HEALTH IMPAIRMENT	AAOH	NONE
ORTHOPEDIC IMPAIRMENT	AAOI	NONE
TRAUMATIC BRAIN INJURY	AATB	NONE

## Appendix B

Status Displays As:	Action Taken by Submitter:	Action Taken by Educator:	Action Taken by CTC:
<b>In Progress</b>	Yes/No selection not made and “Save” is selected in Declaration screen	no data	None; Recommender must select “YES” in Declaration and select “SUBMIT”
	Selected “NO” in Declaration screen; Saved by Submitter	no data	None; Recommender must select “YES” in Declaration and select “SUBMIT”
<b>Ready For Submission</b>	<p>Selected “YES” and “SAVE” in Declaration screen; Application status is “Ready for Submission”.</p> <ul style="list-style-type: none"> <li>• Submitter opened the document after the initial recommendation and then saved it instead of submitting it.</li> <li>• This can occur for one of the following reasons: <ul style="list-style-type: none"> <li>• The Educator may have returned the document for correction OR</li> <li>• Submitter opened the document to review/change it prior to educator review or payment.</li> </ul> </li> </ul>	<p>Document does not display under the Recommends section of the Educator’s Page.</p> <p>Documents with the application status of “Recommended” only appear under the Recommends section of the Educator’s Page.</p>	None; Recommender must select “SUBMIT”
<b>Recommended</b>	Selected “YES” in Declaration screen; Submitted to Educator	None; Educator must access and complete recommendation and payment.	None; Educator must complete payment and personal information
<b>Awaiting Payment</b>	Submitted to Educator; Submitter can still make edits to recommendation at this point	Educator has viewed recommendation but not yet completed payment	None; Educator must complete payment and personal information
<b>Application to be Deleted and Purged</b>	Submitter has selected “Back”, “Delete” or “Cancel”	---	None; Submitter must begin a new recommendation for submission
<b>Returned by Educator</b>	Submitted by recommender	Educator has returned recommend to Submitter	None; Recommender must edit recommendation and re-submit
<b>Pending</b>	---	Educator has completed the payment and personal information	Received by CTC, pending evaluation
<b>Pending Additional Evaluation</b>	---	Educator has completed the payment and personal information	Academic evaluation complete; pending additional evaluation by Division of Professional Practices
<b>Granted</b>	---	---	Evaluation complete; application granted
<b>Returned for Additional Information</b>	---	---	Evaluation complete; application requires additional information