



Credential Information Alert

DATE: April 22, 2019

NUMBER: 19-04

SUBJECT: Provisional Internship Permit and Short-Term Staff Permit Update on CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform California public school employing agencies that Provisional Internship Permits (PIP) and Short-Term Staff Permits (STSP) are now available to be submitted through CTC Online.

Key Provisions:

Currently, CTC Online only allows the submission of one permit, the Emergency 30-Day Substitute Teaching Permit, which is not part of a Commission-approved program. The Commission is expanding this offering to allow interested district and county offices to begin submitting PIP and STSP permit applications through CTC Online. Online submission will reduce issues with properly filled out paper applications, payment issues, and it will improve communication if additional information is required to complete processing.

This functionality is available as of the date of this CIA but interested parties will need to submit a request to have this access granted, as detailed below. As we expect high interest in this option we ask for patience as it may take some time for all access to be completed.

This is a new submission option for the PIPs and STSPs, but paper 41-4 applications will still be accepted.

Adding PIP and STSP to CTC Online

District and county offices who already have access to CTC Online and wish to submit PIPs and STSPs will need to submit form CL-897 to request access. The form must be submitted by an Authorized Designee. Once processed, an email response will be sent to confirm that the access has been updated and submission can begin.

District and county offices who currently do not submit through CTC Online and wish to gain access for the first time will need to have their Appointing Authority submit form CL-896 first. This form



establishes the Authorized Designee(s) for the office. Once established, an Authorized Designee would submit form CL-897 to establish the Authorized Submitters and their level of access.

All necessary forms can be found on the CIG under the CTC Online – Processing Recommendations section. Submission through CTC Online is not available for charter schools.

Timeframes

The processing timeframe for online PIP and STSP submissions will remain the same as that of paper applications, 50 business days.

We anticipate a high level of interest in adding this feature so ask for patience as our team moves to link user access. All requests to add this option will be processed in order received.

Online Submission Tips

In order to facilitate this new process, the following tips should be kept in mind:

- When uploading supporting documentation, the file must not exceed 10MB in size. It may be necessary to reduce the scan quality in order to reduce the size of the file.
- The *Verification of Requirements* form (CL-859 for STSPs, CL-857 for PIPs) should be the first page of the supporting documentation.
- Utilize the *Provisional Internship Permit (PIP) and Short-Term Staff Permit (STSP) Checklist* to verify all supporting documentation has been scanned.
- CTC Online does not allow the recommender to modify the expiration date of the document. If a specific ending date is required, such as with the STSP, this will be addressed by Commission staff during the evaluation.

Source:

5 California Code of Regulations §80443

References:

CL-866 Provisional Internship Permit (PIP) and Short-Term Staff Permit (STSP) Checklist

<http://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl866.pdf?sfvrsn=2>

Information Leaflet for Provisional Internship Permits, CL-856

https://www.ctc.ca.gov/docs/default-source/leaflets/cl856.pdf?sfvrsn=eef11aaf_0

Information Leaflet for Short-Term Staff Permits, CL-858

https://www.ctc.ca.gov/docs/default-source/leaflets/cl858.pdf?sfvrsn=7548854e_0



CTC Online Information

<https://www.ctc.ca.gov/credentials/cig2/ctc-online>

Contact Information:

Questions concerning adding or modifying access to CTC Online should be directed to ctconline@ctc.ca.gov.

Credential questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.