



Credential Information Alert

DATE:

March 24, 2020

NUMBER:

20-02

Revised May 6, 2020

SUBJECT: Career Technical Education Credentials on CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform Career Technical Education Credentials (CTE) program sponsors that online recommendations are now available to be submitted through CTC Online.

Key Provisions:

Agencies with a Commission-approved CTE program can now request to submit online recommendations for CTE credentials. This applies to both Preliminary and Clear CTE recommendations. 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.

As CTE credentials are only granted on the recommendation of a Commission-approved program, online recommendations for CTE documents will be required effective June 1, 2020. After that date, paper recommendations for Preliminary or Clear CTEs will not be accepted.

Expanding Options in CTC Online:

Program sponsors with a Commission-approved CTE program who already have access to CTC Online must request access to online CTE options using the CL-897 form. Program sponsors will not be automatically linked to this option as the request must be received from an appropriate individual and designate the submitter who will receive access.

CTE program sponsors 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. Further information can be found in the References section below under CTC Online Roles and Responsibilities.

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 at this time.

Processing Timeline:

CTE recommendations will be processed within 10 business days to match the timeframe of other online program recommendations.

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.
- A previous version of this CIA included instructions to upload the requirement appraisal with both preliminary and clear recommendations. After further discussion and a deeper review of the regulations surrounding the CTE documents, the Commission has determined that we can accept both Preliminary and Clear CTE online submissions without requiring the program sponsor to attach documentation that the individual was apprised of the requirements. The verification of requirements, whether on form CL-689 or another form developed locally covering the same things, is still required by statute and should still be kept on file with the program sponsor in case of an audit. However, there is no need to upload these with an online recommendation. The only documentation that should be uploaded is verification of earning a degree, if applicable.

References:

[CTC Online Roles and Responsibilities](#)

[CTC Online Page](#) for Forms [CL-896](#) and [CL-897](#)

[Credential Leaflet CL-888 for information on Career Technical Education Credentials](#)

Contact Information:

Questions concerning adding or modifying access to the online recommendation system should be directed to [CTC Online](#).

Credential questions can be directed to the [Commission's Information Services Unit](#).