



Credential Information Alert

DATE:

March 24, 2020

NUMBER:

20-03

SUBJECT: Limited Assignment Permits on CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform California public school employing agencies that Limited Assignment Permits are now available to be submitted through CTC Online.

Key Provisions:

The Commission is expanding this offering to allow interested district and county offices to begin submitting Single Subject, Multiple Subject, and Special Education Limited Assignment 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 is a new submission option for Limited Assignment Permits but paper Form 41-4 applications will still be accepted.

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.

Expanding Options in CTC Online:

District and county offices who already have access to CTC Online and wish to submit Limited Assignment Permits 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 submissions 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. 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.

Renewals and Extensions:

Extensions are not available through the CTC Online system for any document type. If additional time is required because of special circumstances this would be an extension by appeal and require a paper application. See the References section for more information regarding extensions by appeal.

Limited Assignment Permit renewals are available through CTC Online, however, the process is different than other online renewals. Online renewals on other documents are completed solely by educators but Limited Assignment permits must be submitted by an employing agency. For this reason, if a renewal is needed, the employing agency may use the CTC Online system and click “Create New Document” as would be done for a first-time submission. There will not be a “Renew” section or button for this process until further enhancements to the online system are completed in the future. A new CIA will be released at that time with further instructions.

Processing Timeline:

The processing timeframe for online Limited Assignment Permit submissions will remain the same as that of paper applications; 50 business days.

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 consent to serve on a Limited Assignment Permit documentation must be uploaded with each online recommendation.
- Renewals for Limited Assignment Permits should be submitted as if they were a first-time recommendation. Commission staff will handle any necessary changes to renewal requirements during processing.

References:

[CTC Online Roles and Responsibilities](#)

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

[Credential Leaflet CL-828: General Education Multiple and Single Subject Limited Assignment Permits](#)

[Credential Leaflet CL-889: *Special Education Limited Assignment Permits*](#)

[Credential Leaflet AL-3: *Extensions by Appeal*](#)

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](#).