Credential Information Alert

DATE:
October 11, 2021

NUMBER:
21-05

SUBJECT: Emergency CLAD and Emergency Bilingual Authorization Permits – Online Recommendations

Summary:

The purpose of this Credential Information Alert (CIA) is to inform California public school employing agencies that Emergency CLAD and Emergency Bilingual Authorization Permit recommendations may now be submitted online through the Commission's website using the existing CTC Online database.

Key Provisions:

The Commission is continuing its expansion of online employer-requested credentials and permits and is pleased to announce that interested charter schools, districts and county offices may begin submitting Emergency CLAD and Emergency Bilingual Authorization Permit recommendations through the Commission's existing CTC Online system. The ability to submit online recommendations will reduce common errors that arise with paper applications, payment issues, and it will improve communication if additional information is required to complete processing. Although the option to submit recommendations will be available, paper applications (Form 41-4) will still be accepted. This functionality will be 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.

CTC Online:

Charter schools, school districts and county offices who already have access to CTC Online and wish to submit Emergency CLAD and Emergency Bilingual Authorization Permit recommendations will need to submit Form CL-897 to CTConline@ctc.ca.gov 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.

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.

Renewals:
Emergency CLAD and Emergency Bilingual Authorization Permit recommendations renewals are available through CTC Online. However, the process will differ from other online renewals. Online renewals for other documents are completed by educators, but Emergency CLAD and Emergency Bilingual Authorization Permit recommendations must be submitted by an employing agency. Thus, 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.

Online Submission Tips:
In order to facilitate this new process, the following tips should be kept in mind.
- Recommenders should ensure that they are using a device that has sufficient hard-drive and memory to interact with the Commission's website.
- 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.

References:
Application Form 41-4

CTC Online Roles and Responsibilities

CTC Online for form CL-896

CTC Online form CL-897

Emergency Permits CL-533O

Important Dates:
The Commission will begin accepting Emergency CLAD and Emergency Bilingual recommendations beginning on October 11th, 2021.

Contact Information:
Questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.