



# CREDENTIAL INFORMATION ALERT

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**DATE:**  
April 13, 2023

**NUMBER:**  
23-01

**SUBJECT: ELECTRONIC SIGNATURES (REPLACES CIA 22-11)**

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**Summary:**

This Credential Information Alert (CIA) provides guidance on the types of digital electronic signatures the Commission can accept. The information in this CIA applies to the submission of paper applications ([Form 41-4](#)) and all other supporting documentation.

This CIA replaces CIA 22-11. This update presents avenues for additional electronic signatures not included in the previous CIAs to be accepted. If a digital signature from a third party meets the requirements set forth in Government Code and Secretary of State Regulations, then it complies with law and will be accepted.

**Key Provisions:**

Title 5 California Code of Regulations section 80001(l) states that “‘Signature’ or ‘signed’ as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.” This definition references two acceptable technologies: (a) Public Key Cryptography and (b) Signature Dynamics.

The Commission has determined that under this provision, we can accept any third party electronic signature that meets this criteria. The Commission has already determined that under this provision, we can accept both Adobe and DocuSign electronic signatures. However, if a school district plans to utilize a different electronic signature technology for submission of documents to the Commission, the school district must confer with the Commission first by submitting an email to [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) with the name and details of the signature platform. The Commission will review the technology and determine whether that technology meets all requisite legal requirements.

As of March 1, 2022, the Commission ceased to accept photocopied, scanned, or typed signatures. An original ink signature or an acceptable electronic signature is required after March 1<sup>st</sup>. Visual examples of currently approved electronic signature technologies can be found in the Appendix on page 3.

**Important Dates:**

Effective date: 03/01/2022

**Background:**

When the COVID-19 pandemic began and the health and safety stay-at-home order was put in place, the Commission recognized the need to be flexible regarding electronic signatures and signatures in general for applicants and Local Education Agencies (LEAs). During this time, the Commission began temporarily accepting all electronic signatures. In addition, the Commission began the process of researching what specific electronic signature policies could be in place permanently once the pandemic was over and school buildings began to reopen.

**References:**

Title 5, CCR § 80001(l); CCR § 22002 and 22005; Government Code § 16.5

**Contact Information:**

Questions regarding credential requirements, application submission, or the appropriateness of an electronic signature service may be directed to the Commission's Information Services Unit by email at [Credentials@ctc.ca.gov](mailto:Credentials@ctc.ca.gov).

## Appendix

### DocuSign Electronic Signature Example 1:

#### 9. OATH AND AFFIDAVIT \*

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date 06/29/2021 City Sacramento County Sacramento State CA  
(mm/dd/yyyy) (where you sign the form)

SIGNATURE OF APPLICANT

DocuSigned by:  
*Orla Melon*  
F69C6238CE294C2...

\* You must complete all portions of this section.

### DocuSign Electronic Signature Example 2:

DocuSign

#### Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed  
Subject: Please DocuSign: [REDACTED]  
Source Envelope:  
Document Pages: 4 Signatures: 1 Envelope Originator:  
Certificate Pages: 4 Initials: 0 [REDACTED]  
AutoNav: Enabled [REDACTED]  
EnvelopeId Stamping: Enabled IP Address: [REDACTED]  
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

#### Record Tracking

Status: Original Holder: [REDACTED] Location: DocuSign  
9/28/2022 1:31:42 PM [REDACTED]

#### Signer Events

Signer Events	Signature	Timestamp
[REDACTED] Security Level: Email, Account Authentication (None)	<i>John Doe</i> Signature Adoption: Pre-selected Style Using IP Address: [REDACTED]	Sent: 9/28/2022 1:33:29 PM Viewed: 9/28/2022 1:33:53 PM Signed: 9/28/2022 1:34:34 PM

Electronic Record and Signature Disclosure:  
Accepted: 9/28/2022 1:33:53 PM  
ID: [REDACTED]

### Adobe Electronic Signature Example 1:

#### 9. OATH AND AFFIDAVIT \*

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date 06/29/2021 City Sacramento County Sacramento State CA  
(mm/dd/yyyy) (where you sign the form)


SIGNATURE OF APPLICANT

**John Smith**  
Digitally signed by John Smith  
Date: 2021.06.29 14:03:01 -07'00'

\* You must complete all portions of this section.

## Adobe Electronic Signature Example 2:

Certified by Adobe Sign, a Document Cloud solution <adobe-sign-certified@adobe.com>, prod-hsm, certificate issued by Adobe CDS CA.

*John Doe* [Redacted]  
E-signed 2022-10-11 02:50PM PDT  
[Redacted]   
[Redacted]