



# Credential Information Alert

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**DATE:**

March 5, 2024

**NUMBER:**

24-01

**SUBJECT: Designated Subjects Adult Education Teaching Credential on CTC Online****Summary:**

The purpose of this Credential Information Alert (CIA) is to inform Designated Subjects Adult Education Teaching Credential program sponsors that recommendations are now available to be submitted through CTC Online. The Commission will begin requiring programs to submit recommendations for Adult Education Teaching Credentials online only beginning June 1, 2024.

**Key Provisions:**

Agencies with a Commission-approved Designated Subjects Adult Education Teaching Credential program can now request to submit online recommendations. This applies to both Preliminary and Clear Adult Education Credential 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 Designated Subjects Adult Education Teaching Credentials are only granted on the recommendation of a Commission-approved program, online recommendations will be required effective June 1, 2024. After that date, paper recommendations for Preliminary or Clear Designated Subjects Adult Education Teaching Credentials will not be accepted and will be returned without processing.

**Expanding Options in CTC Online:**

Designated Subjects Adult Education Teaching Credential program sponsors who currently do not submit through CTC Online and wish to gain access for the first time will need to have their

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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.

### **Processing Timeline:**

Adult Education Teaching Credential recommendations submitted online 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.
- 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 \(ca.gov\)](#)

### **CTC Online forms CL-896 and CL-897**

[CTC Online - Processing Recommendations \(ca.gov\)](#)

[https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl896.pdf?sfvrsn=bb0a6d03\\_10](https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl896.pdf?sfvrsn=bb0a6d03_10)

[https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl897.pdf?sfvrsn=53e49493\\_9](https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl897.pdf?sfvrsn=53e49493_9)

### **Information Leaflet for Career Technical Education Credentials**

[Designated Subjects Adult Education Teaching Credentials \(CL-697B\)](#)

### **Contact Information:**

Questions concerning adding or modifying access to the online recommendation system should be directed to [CTCOnline@ctc.ca.gov](mailto:CTCOnline@ctc.ca.gov). Questions regarding credential requirements can be directed to the Commission's Certification Division at [Credentials@ctc.ca.gov](mailto:Credentials@ctc.ca.gov).