Credential Information Alert

DATE:	**NUMBER:**
March 25, 2024	24-03

SUBJECT: Career Technical Education Recommendations Expanded and Required through CTC Online

Summary:
The purpose of this Credential Information Alert (CIA) is to inform Career Technical Education Credential (CTE) program sponsors that all credential recommendations must be submitted through CTC Online beginning April 15, 2024. Added Authorizations for Clear CTE credentials are also available online.

Key Provisions:
The Commission began requiring CTE Programs to submit applications for preliminary and clear CTE credentials through the CTC Online System beginning June 1, 2020. This requirement was communicated in [Credential Information Alert 20-02](). However, the Commission chose not to enforce this requirement during the pandemic.

The Commission is currently relaunching efforts to streamline processing and reduce paper application submissions, and as such, will begin enforcing the requirement. All CTE recommendations must be submitted through CTC Online beginning April 15, 2024. This applies to both Preliminary and Clear CTE recommendations. Paper applications for recommendations received on or after May 1, 2024 for Preliminary or Clear CTE credentials will not be accepted and will be returned via mail.

Expanding Options in CTC Online
Recommendations for added authorizations to Clear CTE credentials are now available through CTC Online. Added authorizations on Preliminary CTE credentials have already been part of the CTC Online system and have not changed. Program sponsors may begin making such recommendations immediately as there is no need to be linked to this area. However, if a program sponsor attempts to submit an added authorization and does not see the

authorization they expect please email CTCOnline@ctc.ca.gov for assistance as it may indicate a specific issue with that credential analyst's account.

Program sponsors with a Commission-approved CTE program who already have access to CTC Online but do not have access to submit CTE recommendations must request access 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 recommendations of any type 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*.

As we expect high interest in this option, we ask for patience as it may take some time for all access to be completed. All necessary forms can be found on the CIG under the CTC Online – Processing Recommendations section.

As a reminder, while we do not require the upload of verification of requirements, such evidence should be kept on file with the program sponsor in the case of future audits. This includes the signed verification that the applicant has been apprised of the requirements for both the preliminary and clear credentials.

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

References:
Credential Information Alert 20-02

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

Important Dates:
CTE recommendations must be submitted electronically through CTC Online beginning April 15, 2024. Any paper applications for a Career Technical Education Preliminary or Clear Credential received on or after May 1, 2024 will be returned without being processed.

Contact Information:
Questions concerning adding or modifying access to the online recommendation system should be directed to CTC Online.

Questions can be directed to the Commission's Information Services Unit at [credentials@ctc.ca.gov.](mailto:credentials@ctc.ca.gov)