



# Credential Information Alert

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**DATE:**

January 22, 2025

**NUMBER:**

25-01

**SUBJECT: Direct Online Submission of Applications for Out-of-State Prepared Educators**

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for the Multiple Subject, Single Subject, and Education Specialist Instruction credentials for educators prepared in a state other than California may now be submitted online directly by educators through CTC Online.

**Background:**

For many years, educators were only able to directly submit online applications for the Certificate of Clearance and the Activity Supervisor Clearance Certificate through the Commission's CTC Online system. In October 2024, CTC Online was expanded to allow direct online applications for Emergency 30-Day Substitute Teaching Permits as well. Educators applying directly for any other document types were required to submit paper applications through the mail.

**Key Provisions:**

The Commission is pleased to announce the direct online submission process for educators applying for Multiple Subject, Single Subject, and Education Specialist Instruction credentials based on out-of-state preparation. Online applications include safeguards intended to reduce common errors that occur on paper applications and payment issues, as well as improve processing times and communication if additional information is required to complete processing. As such, the Commission requests that Local Educational Agencies (LEAs) encourage educators to apply directly online instead of submitting paper applications. At this time, direct online applications by educators are limited to Emergency 30-Day Substitute Teaching Permits and Multiple Subject, Single Subject, and Education Specialist Instruction credentials based on out-of-state preparation. However, the Commission will expand the types of credentials and permits available for direct online submission in the future.

As of this CIA, Multiple Subject, Single Subject, and Education Specialist Instruction credential applications based on out-of-state preparation that are submitted directly by educators should only be submitted through CTC Online. However, the Commission will still accept paper credential applications based on out-of-state preparation if they are submitted through Local Educational Agencies (LEAs) and the File Box for IHE/County/District Use Only is completed.

The ability for employers to submit courtesy applications will be available in the near future. At that point, the Commission will no longer accept paper applications for the noted documents, and the credential types will be removed from the 41-4 web application.

**Submission Guidance:**

Educators who wish to submit direct online Multiple Subject, Single Subject, or Education Specialist Instruction credential applications based on out-of-state preparation must first create an account on CTC Online and log in to access the application. Instructions on how to create an account can be found on the [Create Account](#) webpage. Educators can also find instructions on how to submit the application at the [Direct Application Submission](#) webpage.

When completing the online direct submission process, all required fields must be completed: *General Application Category*, *Type of Credential/Permit Requested*, *Authorization/Subject*, and *Preparation Route*. Each subsequent field will not be visible until the field before it has been completed, at which point it will be generated automatically.

- If *Single Subject Teaching Credential* or *Education Specialist Instruction Credential* is selected for *Type of Credential/Permit Requested* and *More Than One Subject* is selected for *Authorization/Subject*, an additional field will be automatically generated and applicants may type in the authorizations/subjects they wish to request. The authorizations/subjects requested should be comparable to what is listed on the out-of-state teaching credential.
- If *Multiple Subject Teaching Credential* is selected for *Type of Credential/Permit Requested*, *More Than One Subject* should be selected if requesting more than one authorization, including an English Learner Authorization.

For the *Preparation Route* field, applicants must select the route that best applies to their experience. Educators who are applying on the basis of out-of-state preparation may fall under two routes:

1. Route 1: Applicants with less than two years of out-of-state teaching experience
2. Route 2: Applicants with two or more years of out-of-state teaching experience

During the direct submission process, educators will have the opportunity to upload all supporting documentation that is required for the credential. Applicants may submit electronic copies of original documentation and/or photos of original documentation. Photos of official transcripts must include images of both the front and back of the document. Applicants may

also upload electronic transcripts, also known as [eTranscripts](#). Note that the Commission **will not** accept copies or pictures of unofficial transcripts or grade reports. The Commission also reserves the right to request an original copy of all types of supporting documentation. 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.

### **Renewals:**

California has a two-tiered credential system for most credential types:

- **Preliminary credential:** This is a five-year professional-level teaching credential. This credential is non-renewable, and certain requirements must be completed before it can be upgraded to the Clear credential.
- **Clear credential:** This second-level credential is also issued for five years, and is renewable. This credential may be renewed every five years without having to complete further requirements.

After the application is reviewed, the result may be the issuance of either a Preliminary or a Clear credential. If a Preliminary credential is issued, there will be certain renewal requirements listed on the credential that must be completed before it can be upgraded to the Clear credential. The requirements listed to later earn the Clear credential will depend on the materials submitted with the initial application.

Instructions on how to renew a Clear credential can be found on the [Renew Your Document](#) webpage.

### **Processing Timeline:**

Multiple Subject, Single Subject, and Education Specialist Instruction credential applications based on out-of-state preparation applications submitted online by educators will be processed within 50 business days.

### **References:**

Create Educator Account:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/your-educator-account/create-account>

Direct Application Submission:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app/direct-submission>

Renew Your Document:

<https://www.ctc.ca.gov/credentials/renew-your-document>

Multiple Subject Credential Checklist for Educators Prepared in Another State: Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/multiple-subject-credential-checklist-for-educators-prepared-in-another-state-less-than-two-years-of-teaching-experience>

Multiple Subject Credential Checklist for Educators Prepared in Another State: Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/multiple-subject-credential-checklist-for-educators-prepared-in-another-state-two-or-more-years-of-teaching-experience>

Single Subject Credential Checklist for Educators Prepared in Another State: Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/single-subject-credential-checklist-for-educators-prepared-in-another-state-less-than-two-years-of-teaching-experience>

Single Subject Credential Checklist for Educators Prepared in Another State: Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/single-subject-credential-checklist-for-educators-prepared-in-another-state-two-or-more-years-of-teaching-experience>

Education Specialist Instruction Credential Checklist for Educators Prepared in Another State: Less than Two Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/education-specialist-instruction-credential-checklist-for-educators-prepared-in-another-state-less-than-two-years-of-teaching-experience>

Education Specialist Instruction Credential Checklist for Educators Prepared in Another State: Two or More Years of Teaching Experience: <https://www.ctc.ca.gov/credentials/education-specialist-instruction-credential-checklist-for-educators-prepared-in-another-state-two-or-more-years-of-teaching-experience>

Multiple Subject Teaching Credential Requirements for Individuals Prepared Out-of-State leaflet: [https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-cred-\(cl-561\)](https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-cred-(cl-561))

Single Subject Teaching Credential Requirements for Teachers Prepared Out-of-State leaflet: [https://www.ctc.ca.gov/credentials/leaflets/Single-Subject-Credentials-Outside-CA-\(CL-560\)](https://www.ctc.ca.gov/credentials/leaflets/Single-Subject-Credentials-Outside-CA-(CL-560))

Education Specialist Requirements for Individuals Prepared Out-of-State leaflet: [https://www.ctc.ca.gov/credentials/leaflets/Ed-Specialist-for-Teachers-Outside-CA-\(CL-808\)](https://www.ctc.ca.gov/credentials/leaflets/Ed-Specialist-for-Teachers-Outside-CA-(CL-808))

**Important Dates:**

The Commission will begin accepting online Multiple Subject, Single Subject, and Education Specialist Instruction credential applications based on out-of-state preparation applications submitted directly by educators as of the date of this CIA.

**Contact Information:**

Questions can be directed to the Commission's Certification Division through the tool found at <https://educatortools.ctc.ca.gov/ContactUs>.