



# Credential Information Alert

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**DATE:**

July 02, 2025

**NUMBER:**

25-04

**SUBJECT:** Multiple Subject, Single Subject, and Education Specialist Instruction Credentials Available as Courtesy Applications through CTC Online

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to inform California Local Education Agencies (LEAs) that Multiple Subject, Single Subject, and Education Specialist Instruction Credential applications for educators with alternative preparation may now be submitted through CTC Online as a courtesy.

**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 online Multiple Subject, Single Subject, and Education Specialist Instruction applications for educators prepared outside of a California Commission-approved program through the Commission's CTC Online system.

These submissions are considered a courtesy application and are not formal online recommendations as submitted by Commission-approved programs. As such, the Commission will complete an evaluation of requirements. LEAs should include all materials that demonstrate satisfaction of all requirements when submitting courtesy applications.

Online courtesy submissions for the following preparation routes are available:

1. National Board
2. Out-of-State Preparation
3. Outside of the United States Preparation
4. Peace Corps Teaching Experience (Multiple and Single Subject)
5. Private School Teaching Experience (Multiple and Single Subject)

## 6. Adding a Teaching or Content Area to Multiple and Single Subject Credentials (80499)

The ability to submit online applications will reduce common errors that arise with paper applications, mailing concerns, payment issues, and streamline communication if additional information is required to complete processing.

Applications for the Multiple Subject, Single Subject, and Education Specialist Instruction credentials are already available through CTC Online for direct submission from educators prepared outside California and by alternative pathways. **With this additional update, applications for these types of documents are now required to be submitted online.**

This functionality, and the requirement that such applications be completed online, begins as of the date of this CIA. Applications for these document types submitted by employers will be processed in the standard 50 business days.

### CTC Online:

Charter schools, school districts and county offices who already have access to CTC Online and previously requested access to submit Emergency 30-Day Substitute Permits and Child Development Permits will automatically be given access to the teacher credentials within CTC Online. It is not necessary to request access using the [CL-897](#) form for initial access.

LEAs 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 LEA. 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.

### Online Submission Tips:

In order to facilitate this new process, note the following:

- Submitters should ensure that they are using a device that has sufficient hard-drive and memory to interact with the Commission 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.
- LEAs who already have access to CTC Online and find that they do not have access to the new options, submit the CL-897 form.
- LEAs that also have an approved program, when initiating the online application, select Authorized Agencies.

### References:

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/docs/default-source/cig2/files/ctconline-roles.pdf>

CTC Online form CL-896:

<https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl896.pdf?>

CTC Online form CL-897:

<https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl897.pdf>

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 Individuals 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))

Multiple Subject Teaching Credential Requirements for Individuals Prepared Outside of the  
United States leaflet: [https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-credential-\(cl-871\)](https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-credential-(cl-871))

Single Subject Teaching Credential Requirements for Individuals Prepared Outside of the United  
States leaflet: [https://www.ctc.ca.gov/credentials/leaflets/single-subject-teaching-credential-\(cl-870\)](https://www.ctc.ca.gov/credentials/leaflets/single-subject-teaching-credential-(cl-870))

Education Specialist Requirements for Individuals Prepared Outside of the United States leaflet:  
[https://www.ctc.ca.gov/credentials/leaflets/Ed-Specialist-Instruction-Cred-\(CL-872\)](https://www.ctc.ca.gov/credentials/leaflets/Ed-Specialist-Instruction-Cred-(CL-872))

Multiple Subject or Single Subject Teaching Credential Requirements Via Peace Corps Teaching  
Experience: [https://www.ctc.ca.gov/credentials/leaflets/Teaching-Cred-Via-Peace-Corps-Experience-\(CL-535\)](https://www.ctc.ca.gov/credentials/leaflets/Teaching-Cred-Via-Peace-Corps-Experience-(CL-535))

Multiple Subject or Single Subject Teaching Credential Requirements for Teachers with Private  
School Experience: [https://www.ctc.ca.gov/credentials/leaflets/Single-Multiple-Subject-Credentials-\(CL-834\)](https://www.ctc.ca.gov/credentials/leaflets/Single-Multiple-Subject-Credentials-(CL-834))

Adding a Teaching or Content Area to Multiple and Single Subject Credentials:  
[https://www.ctc.ca.gov/credentials/leaflets/Adding-Teaching-or-Subject-area-MS-SS-\(CL-621a\)](https://www.ctc.ca.gov/credentials/leaflets/Adding-Teaching-or-Subject-area-MS-SS-(CL-621a))

### **Important Dates:**

The Commission will begin accepting online Multiple Subject, Single Subject, and Education Specialist Instruction credential applications based on preparation outside of a California program via CTC Online as of the date of this CIA.

### **Contact Information:**

Questions concerning adding or modifying access to the online application 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 through the online form found at  
<https://educatortools.ctc.ca.gov/ContactUs>.