



# Credential Information Alert

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**DATE:**

December 16, 2025

**NUMBER:**

25-08

**SUBJECT:** Additional Documents Available as Courtesy and Direct Applications Through CTC Online

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for the following documents can be submitted directly by educators and as a courtesy by employers through CTC Online:

- Emergency Substitute Teaching Permit for Prospective Teachers
- Clinical or Rehabilitative Services Credential
- Pupil Personnel Services Credential
- Reading and Literacy Leadership Specialist Credential
- Reading and Literacy Added Authorization
- School Nurse Services Credential
- Teacher Librarian Services Credential

**Key Provisions:**

The Commission is continuing its expansion of documents available for online submission and is pleased to announce that interested parties may begin submitting online applications for the aforementioned documents. This option is available to individual educators as well as Local Employment Agencies (LEAs). 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. Although the option to submit online applications is strongly encouraged, paper applications ([Form 41-4](#)) are currently being accepted.

Online submissions for the following preparation routes are available:

- **Emergency Substitute Teaching Permit for Prospective Teachers**
  - Initial Issuance
  - Renewal
- **Clinical or Rehabilitative Services Credential**
  - Out-of-State Preparation
  - National Board
- **Pupil Personnel Services Credential**
  - Out-of-State Preparation
  - National Board
- **Reading and Literacy Leadership Specialist Credential**
  - Out-of-State Preparation
- **Reading and Literacy Added Authorization**
  - National Board
- **School Nurse Services Credential**
  - Preliminary
- **Teacher Librarian Services Credential**
  - Out-of-State Preparation
  - National Board

This functionality is available as of the date of this CIA. Credential applications submitted online will be processed in the standard 50 business days.

#### **Online Submissions Directly by Educators:**

This update provides an avenue for direct submission of the listed documents by educators. Interested individuals who have never submitted a direct application through the CTC Online system may review the steps on the Commission's [Submit an Online Application](#) page. Submission will require logging in to the CTC Online system. Assistance can be found on the [Login Help](#) page on the Commission's website.

#### **Courtesy Submissions by LEAs:**

LEAs may submit an application on behalf of an educator through the online portal. These submissions are considered courtesy applications and are not formal online recommendations as submitted by Commission-approved programs. As such, the Commission will complete an evaluation of requirements. Each courtesy submission should include all materials that demonstrate satisfaction of all requirements. Any Commission-approved program sponsor making a recommendation for an individual that completed their program should not select the Program Type of COURTESY.

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 documents 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 must 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 Commission's website under the [CTC Online – Processing Recommendations](#) section.

Please note that while paper applications for these and other documents are still accepted for the time being, a transition to full online submission of applications will be announced in the near future. LEAs are encouraged to consider this and ensure they have the necessary access as soon as possible.

#### **Online Submission Tips:**

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.

#### **References:**

Emergency Substitute Teaching Permit for Prospective Teachers:

[https://www.ctc.ca.gov/credentials/leaflets/emergency-sub-teaching-permit-\(cl-505d\)](https://www.ctc.ca.gov/credentials/leaflets/emergency-sub-teaching-permit-(cl-505d))

Clinical or Rehabilitative Services Credential:

[https://www.ctc.ca.gov/credentials/leaflets/Clinical-or-Rehabilitative-Credentials-\(CL-610\)](https://www.ctc.ca.gov/credentials/leaflets/Clinical-or-Rehabilitative-Credentials-(CL-610))

Pupil Personnel Services Credential: [https://www.ctc.ca.gov/credentials/leaflets/pupil-personnel-services-credential-\(cl-606\)](https://www.ctc.ca.gov/credentials/leaflets/pupil-personnel-services-credential-(cl-606))

Reading and Literacy Leadership Specialist Credential:

[https://www.ctc.ca.gov/credentials/leaflets/Reading-Literacy-Leadership-Special-Cred-\(CL-537\)](https://www.ctc.ca.gov/credentials/leaflets/Reading-Literacy-Leadership-Special-Cred-(CL-537))

Reading and Literacy Added Authorization:

[https://www.ctc.ca.gov/credentials/leaflets/reading-and-literacy-added-authorization-\(cl-812\)](https://www.ctc.ca.gov/credentials/leaflets/reading-and-literacy-added-authorization-(cl-812))

School Nurse Services Credential: [https://www.ctc.ca.gov/credentials/leaflets/school-nurse-services-credential-\(cl-380\)](https://www.ctc.ca.gov/credentials/leaflets/school-nurse-services-credential-(cl-380))

Teacher Librarian Services Credential: [https://www.ctc.ca.gov/credentials/leaflets/teacher-librarian-services-credential-\(cl-562\)](https://www.ctc.ca.gov/credentials/leaflets/teacher-librarian-services-credential-(cl-562))

Submit an Online Application : <https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app>

CTC Online – Login Help: <https://www.ctc.ca.gov/credentials/ctc-online-services-help/login-help>

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/employers/ctc-online-processing-recommendations/roles-and-responsibilities>

CTC Online form CL-896:  
<https://docs.ctc.ca.gov/Document/Download/30145>

CTC Online form CL-897:  
<https://docs.ctc.ca.gov/Document/Download/30146>

**Important Dates:**

The Commission will begin accepting online credential applications for the listed documents 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 Division of Licensure Certification through the online form found at <https://educatortools.ctc.ca.gov/ContactUs>.