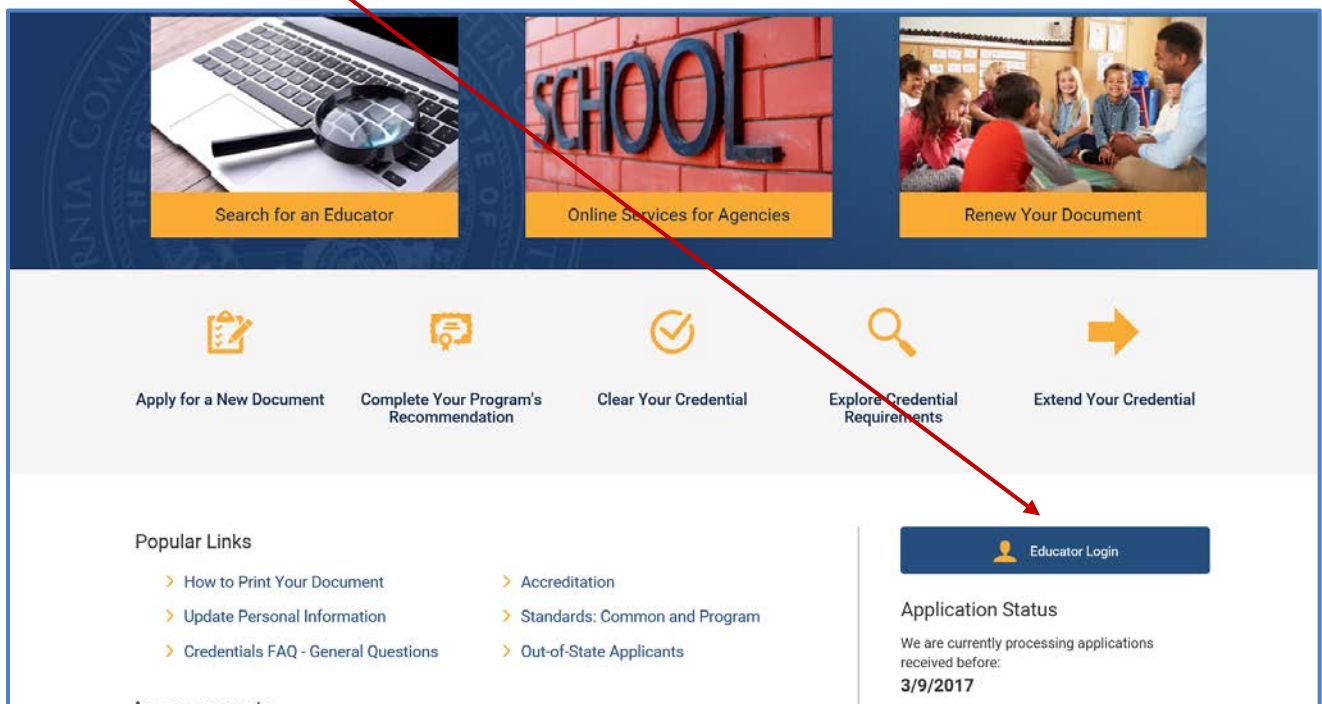




Check Your Status/Create or Change your Personal Profile

Your personal Educator Page allows you to complete recommendations from your program sponsor, and renew documents when required. You can also use your Educator Page to update your personal and contact information on file with the Commission. **Name changes cannot be made online. Submit Form 41-NC to change your name, Social Security Number, Individual Tax ID Number, or date of birth.**

1. Click the **Educator Login** button on the Commission's Home page www.ctc.ca.gov to begin.



2. Create/log in to your personal profile on the secure Educator Page. The next screen will ask you to enter your User ID and Password.

NOTE: Effective 02/16/2017, you will not be able to access your file online directly with a Social Security number and Date of Birth (DOB). All users will be required to create a User ID and password first before accessing their CTC Online file. **If you attempt to enter your SSN and DOB in the User ID screen, you will get an error message and will not be able to proceed.**

If you have already created your User ID and password, enter them here. If you have not yet completed this process, click on the link "Create User ID and Password" (highlighted yellow in the sample below) and follow steps 3-5 to setup your online profile.

3. In the next screen, enter your SSN and Date of Birth to begin creating your User ID and Password. Click OK. Do not use the "Enter" key as it will not advance you to the next screen.

If this is your first time submitting an application to the Commission and using CTC online, you will be prompted to enter this information twice. You will see the message on the screen *“Existing user profile could not be found. Please re-enter your Social Security Number and Date of Birth to proceed with creating a new user.”*

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Login Search

Existing user profile could not be found. Please re-enter your Social Security Number and Date of Birth to proceed with creating a new user.

Social Security Number (#####) :

Date of Birth (MM/DD/YYYY) : *

OK

4. If you are a new user, you will see the next screen. Enter your personal information including your selection of a User ID and Password, and create 3 Challenge Questions and Answers that can be used to verify your account if your ID or Password should be lost. **You must include a current valid email address in your profile as this is how password recovery information and other important correspondence regarding your file will be distributed.** If you already have a credential file in CTC Online, you will still be required the first time through the new system to create a User ID, login, and challenge questions.

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Login Search

New User Registration:

Create New Educator

* = Required Field

Please provide your own contact details so that we can create you as an Educator.

First Name * | Middle Name | Last Name * | Email * | Work Phone #: | Home Phone #: | Address Line 1 * | Address Line 2 | City * | State * -Select- | Zip Code * | Country * -Select-

Enter User ID and Password

User ID * | Password * | Verify Password *

Password requirements are as follows:

- Nine Characters or more
- Capital and lower case Letters
- At least one number
- At least one symbol (any of these: <->|'!~#5%*8*()_+@)
- User ID cannot be part of password

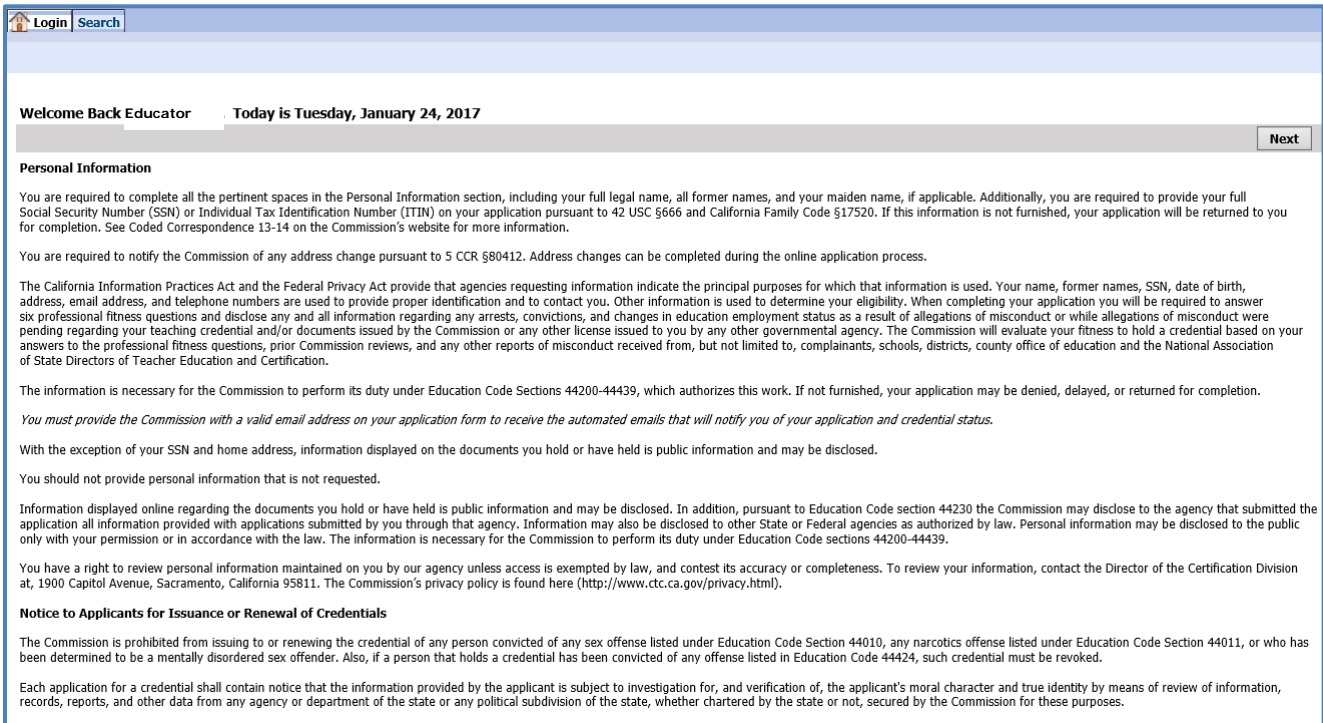
Enter Challenging Questions and Answers (To be used when you forget your password)

Challenge Question 1 * | Challenge Answer 1 * | Challenge Question 2 * | Challenge Answer 2 *

Challenge Questions requirements are as follows:

- Questions must be minimum 5 characters length.
- Answers must be minimum 5 characters length.
- Questions and answers must all be different.
- Answer cannot be part of question.

- After creating your User ID and Password you will be directed back to the login screen to use your new User ID and Password. After logging in, you will be shown the Commission’s Personal Information legal disclaimer. Click Next in the upper right corner to proceed.



- The screen below allows you to verify the information on your personal profile page. Click the “Add or Change Personal Information” button to update your file as needed. A profile created by the recommending agency may contain only the Last and First names and your email address.



7. Enter your information in the appropriate fields. Select the pick applet on the right of the box to choose your County of Employment from a pop-up window. **You must select the "Save" button at the top before entering your address. Otherwise, you will lose all changes made.**

Click on the "Add or change Address" button if you need to enter a new address or make address changes.

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Agency User Search Educator Page

Save Cancel * = Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

First Name*: TRAINING
Middle Name: APPLICATION
Last Name*: THREE1
E-mail*: tkent@ctc.ca.gov
Work Phone: (999) 999-9999
Home Phone: (999) 999-9999

Last Known County of Employment: ALAMEDA COUNTY OFFI

Add or Change Address

Address Line 1: PO BOX 0750
Address Line 2:
City: SACRAMENTO

State: CA
Province:
Country: USA
Zip Code: 95811-0750

Back Next

8. Enter your address information in the appropriate fields. **You must select the "Save" button at the bottom when done and before clicking "Next" to move forward. Otherwise, you will lose all changes made.**

CA.GOV CTC COMMISSION ON TEACHER CREDENTIALING Ensuring Educator Excellence

Agency User Search Educator Page

Add or Change Personal Information * = Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

* First Name*: TRAINING
Middle Name: APPLICATION
* Last Name*: THREE1
E-mail*: tkent@ctc.ca.gov
Work Phone: (999) 999-9999
Home Phone: (999) 999-9999

Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION

Fingerprint Status: Complete: No Action Required

* Address Line 1:
Address Line 2:
* City:
State: -Select-
Province:
Zip Code*:
* Country: -Select-

Save Cancel

Back Next

- This is the Educator Page. Click on the "Application" tab to see the status of any application submitted. Click on the small blue-gray arrow in the left-hand column to highlight a specific application.

If an application has completed processing and has already been granted, the details of the selected document appear in the row below.

The screenshot shows the CTC Online Educator Page. At the top, there is a header with the CA.GOV logo and the Commission on Teacher Credentialing logo. Below the header, there are navigation tabs for "Agency User", "Search", and "Educator Page". The main content area displays the educator's profile information, including last name (THREE), first name (TRAZING), middle name (APPLICATION), and last known county of employment. There are also tabs for "Document", "Application", and "Adverse and Commission Actions". A table lists applications with columns for Status, Status Date, Type, and Date Paid. The first application is highlighted in yellow and has a small blue-gray arrow pointing to it. Below the table, there is a section for "Click on Application's Status above to view the details below." which shows a table with columns for Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. The first row is highlighted in yellow and has a small blue-gray arrow pointing to it.

- When finished with your Educator page, you can exit CTC Online using the "Log Out" link at the top of the page.

The screenshot shows the CTC Online Educator Profile page. At the top, there is a header with the CA.GOV logo and the Commission on Teacher Credentialing logo. Below the header, there are navigation tabs for "Login", "Search", and "Educator Profile". The main content area displays the educator's profile information, including last name (TESTINGTON), first name (ANGEL), middle name, and last known county of employment. There are also tabs for "Document", "Application", and "Adverse and Commission Actions". A table lists documents with columns for Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, Special Grade, and Recommending Agency. Below the table, there are sections for "Complete Your Program's Recommendation", "Renew Your Document", and "Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate". At the top right of the page, there is a "Log Out" link.