

Online Recommendations

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San Diego County Office of Education

Emergency Documents available via CTC Online:

Emergency 30-day Substitute

Emergency Crosscultural, Language and Academic Development Permit (EM CLAD)

Provisional Internship Permit (PIP)

Emergency Bilingual Permit

Short Term Staff Permit (STSP)

Emergency Teacher Librarian Services Credential

General Education Limited Assignment Permit (GELAP)

Teaching Permit for Statutory Leave (TPSL)

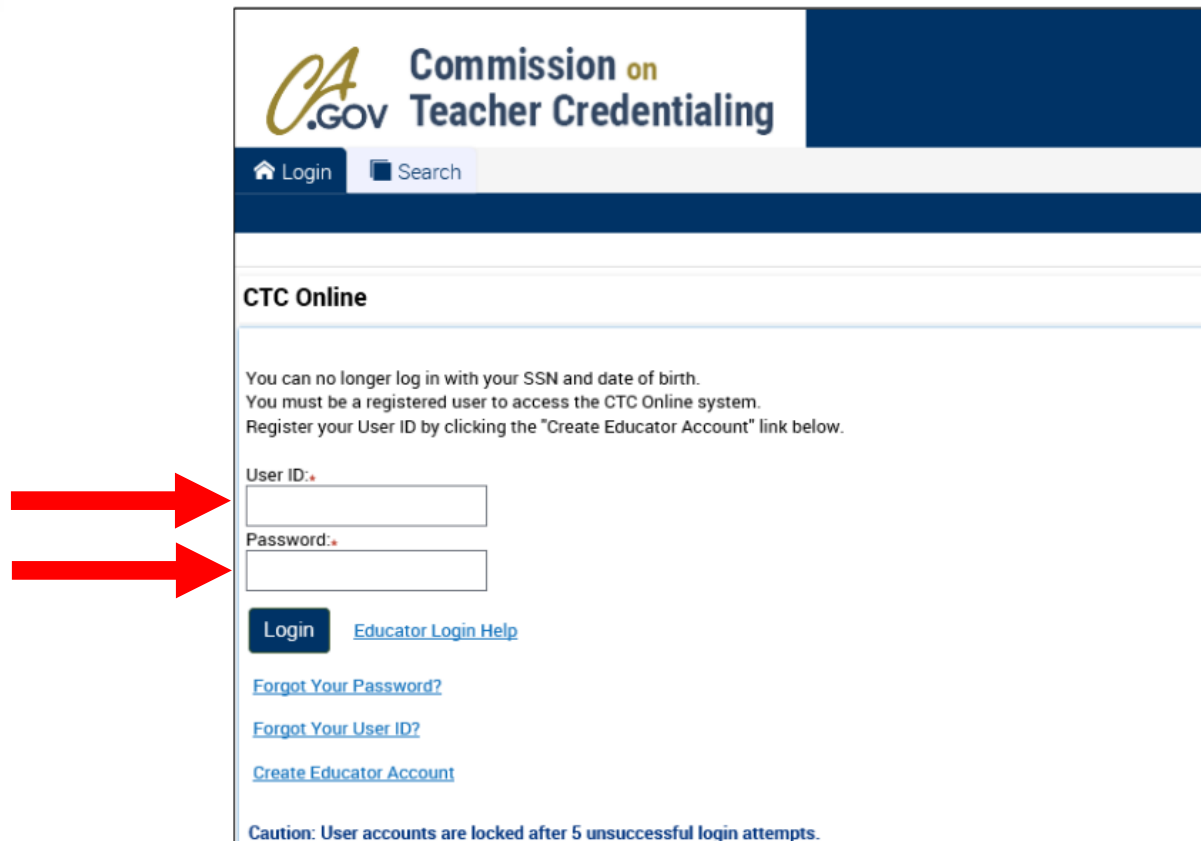
Special Education Limited Assignment Permit (SELAP)

Specialist Teaching Permit in Early Childhood Education also known as the Emergency Transitional Kindergarten Permit (ETK)

Emergency Resource Specialist Permit

Application Processing

Log In to CTC online via [Online Services for Agencies](#) link on the [CTC](#) homepage.



The screenshot shows the CTC Online login interface. At the top, the logo for the California Commission on Teacher Credentialing (CA.GOV) is displayed. Below the logo, there are links for 'Login' and 'Search'. The main heading is 'CTC Online'. A message states: 'You can no longer log in with your SSN and date of birth. You must be a registered user to access the CTC Online system. Register your User ID by clicking the "Create Educator Account" link below.' Below this message are two input fields: 'User ID:' and 'Password:'. Two red arrows point to these fields. Below the input fields are buttons for 'Login' and 'Educator Login Help'. There are also links for 'Forgot Your Password?', 'Forgot Your User ID?', and 'Create Educator Account'. At the bottom, a caution message reads: 'Caution: User accounts are locked after 5 unsuccessful login attempts.'

CA.GOV Commission on Teacher Credentialing

Login Search

CTC Online

You can no longer log in with your SSN and date of birth.
You must be a registered user to access the CTC Online system.
Register your User ID by clicking the "Create Educator Account" link below.

User ID:

Password:

Login [Educator Login Help](#)

[Forgot Your Password?](#)

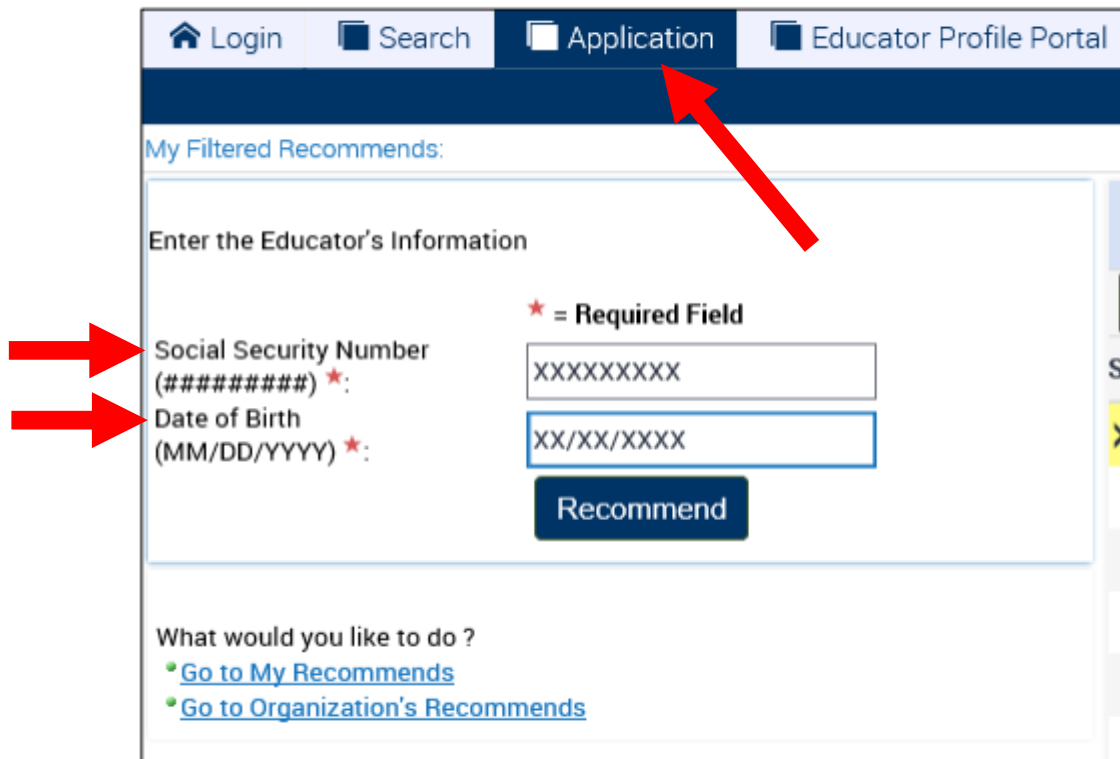
[Forgot Your User ID?](#)

[Create Educator Account](#)

Caution: User accounts are locked after 5 unsuccessful login attempts.

Application Processing

Navigate to Application tab. Enter Educator's Social Security Number and Date of Birth.



The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Login", "Search", "Application", and "Educator Profile Portal". A red arrow points to the "Application" tab. Below the navigation bar, the page title is "My Filtered Recommends:". The main content area is titled "Enter the Educator's Information". It includes a legend "★ = Required Field". There are two input fields: "Social Security Number (#####) ★:" and "Date of Birth (MM/DD/YYYY) ★:". The Social Security Number field contains "XXXXXXXXXX" and the Date of Birth field contains "XX/XX/XXXX". A "Recommend" button is located below these fields. At the bottom, there is a section titled "What would you like to do ?" with two links: "Go to My Recommends" and "Go to Organization's Recommends". Two red arrows on the left point to the Social Security Number and Date of Birth input fields.

Home Login Search Application Educator Profile Portal

My Filtered Recommends:

Enter the Educator's Information

★ = Required Field

Social Security Number (#####) ★:

Date of Birth (MM/DD/YYYY) ★:

Recommend

What would you like to do ?

- [Go to My Recommends](#)
- [Go to Organization's Recommends](#)

Application Processing

Review Educator's Information:

[Login](#) [Search](#) [Application](#) [Educator Profile Portal](#)

Educator Information:

Create Person

Note: If you have any questions, please view the [CTC Online - Written Instructions for Application and Payment](#) page.

First Name* CASEY

Middle Name: ELIZABETH

Last Name* CHOATE

E-mail*

Work Phone: (858) 295-6994

Home Phone:

Last Known County of Employment: SAN DIEGO COUNTY OFFICE OF EDUCATION

Last Known District of Employment:

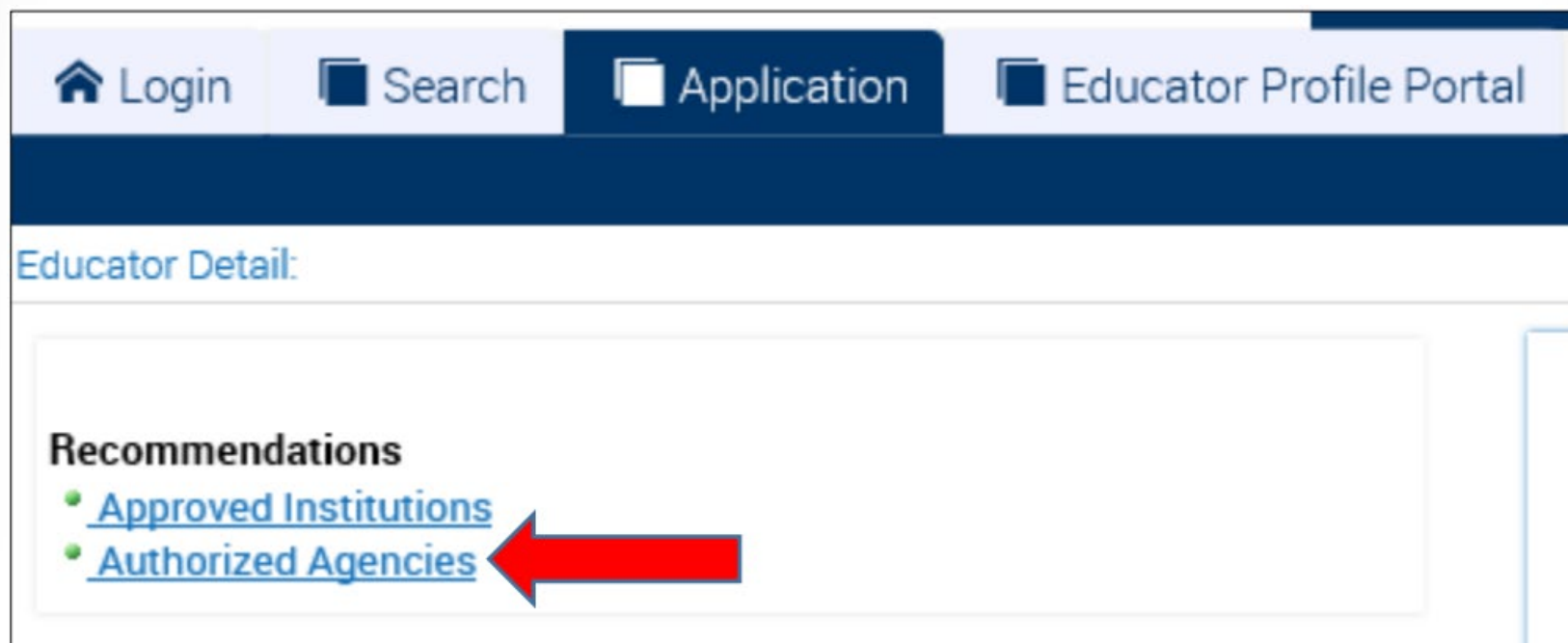
Fingerprint Status: Complete: No Action Required

Back

Next

Application Processing

Select the “Authorized Agencies” button.



The screenshot shows a web application interface with a top navigation bar containing four buttons: "Login", "Search", "Application", and "Educator Profile Portal". The "Application" button is highlighted with a dark blue background. Below the navigation bar is a section titled "Educator Detail:". Under this section, there is a box labeled "Recommendations" which contains two links: "[Approved Institutions](#)" and "[Authorized Agencies](#)". A large red arrow points to the "Authorized Agencies" link.

Home Login Search Application Educator Profile Portal

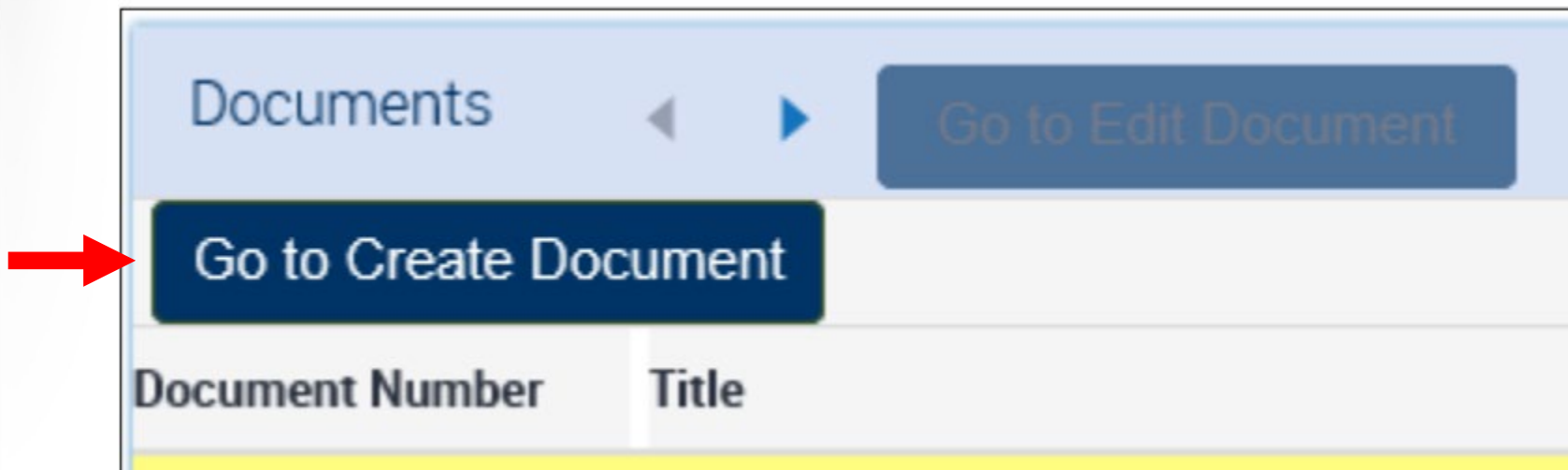
Educator Detail:

Recommendations

- [Approved Institutions](#)
- [Authorized Agencies](#)

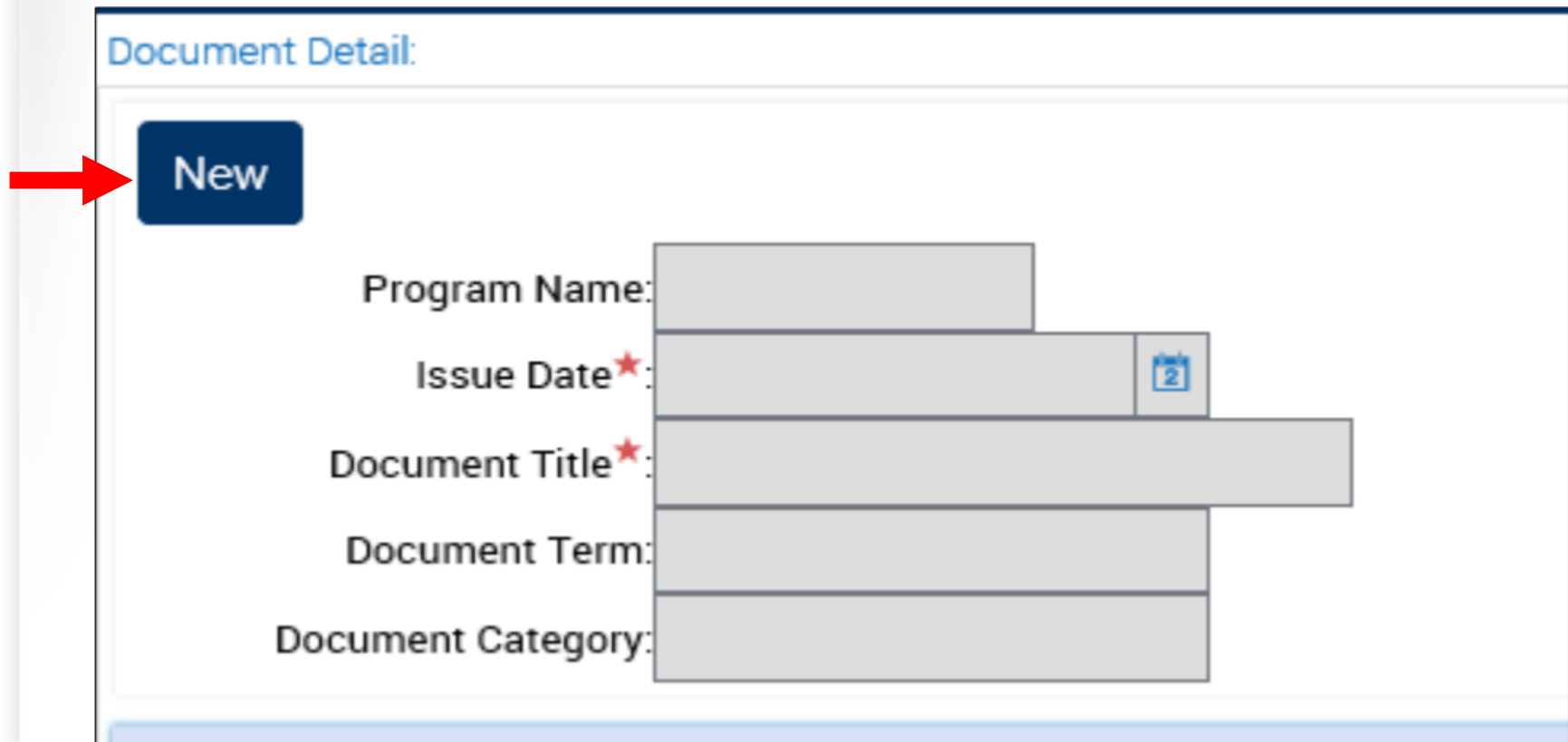
Application Processing

Click the “Go to Create Document” button.



Application Processing

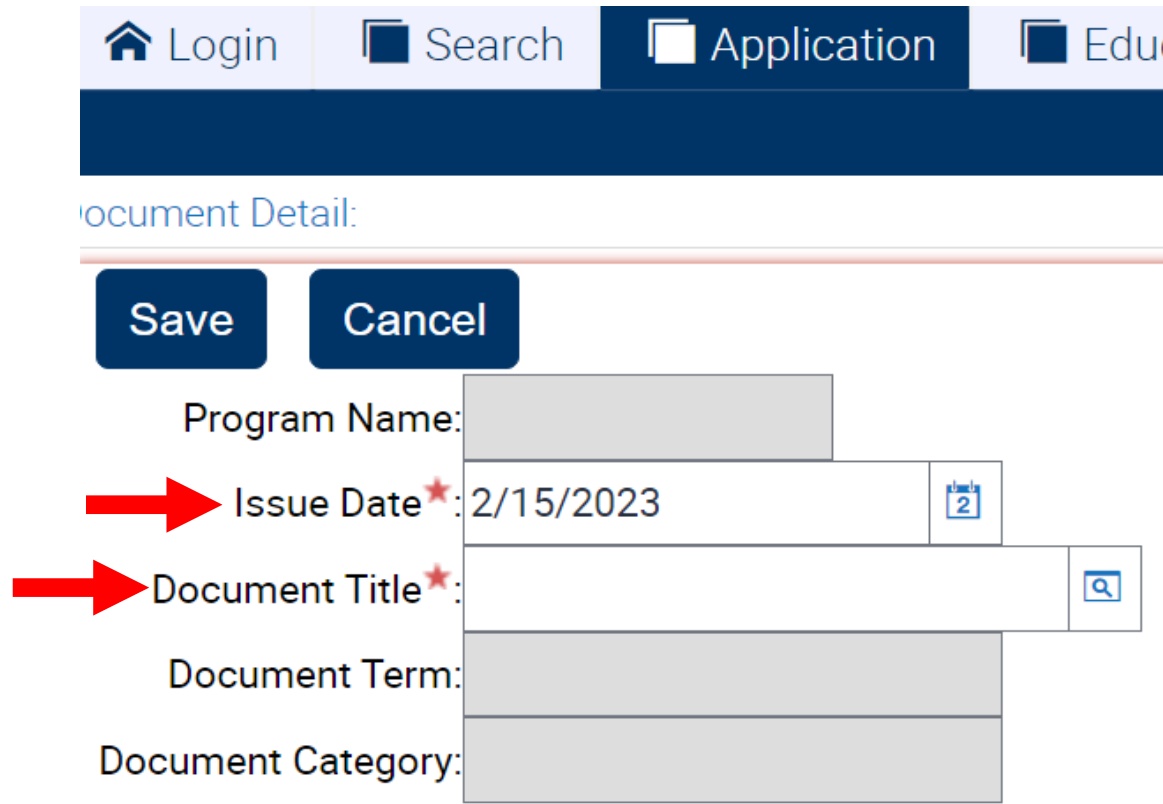
Select “New” at the top of the page.



The screenshot shows a web form titled "Document Detail:". On the left side of the form, there is a dark blue button with the word "New" in white text. A red arrow points from the left edge of the slide to this button. Below the button, there are five input fields with labels to their left: "Program Name:", "Issue Date*", "Document Title*", "Document Term:", and "Document Category:". The "Issue Date*" field includes a small calendar icon with the number "2" on its right side. All input fields are currently empty and have a light gray background.

Application Processing

Input the requested date of document and document title.





The screenshot shows a web application interface for document processing. At the top, there is a navigation bar with four tabs: 'Login', 'Search', 'Application' (which is the active tab), and 'Educ'. Below the navigation bar is a dark blue header area. Underneath, the text 'Document Detail:' is visible. A red horizontal line separates the header from the form fields. The form contains several input fields and buttons. At the top of the form are two buttons: 'Save' and 'Cancel'. Below these are the following fields: 'Program Name:' with a greyed-out input box; 'Issue Date*' with the date '2/15/2023' and a calendar icon; 'Document Title*' with an empty input box and a magnifying glass icon; 'Document Term:' with a greyed-out input box; and 'Document Category:' with a greyed-out input box. Two red arrows point to the 'Issue Date*' and 'Document Title*' fields, highlighting them as the focus of the instruction.

Document Detail:

Save **Cancel**

Program Name:

→ Issue Date*: 2/15/2023 

→ Document Title*: 

Document Term:

Document Category:

Application Processing

Click on the appropriate document title field and select the credential. Click OK to confirm selection.

1 - 10 of 14

Title	Program Type	Program Name	OrganizationName	Category	Document Description	Term	Term Description	Category Description	Program Methodology
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	NT	30-Day Substitute Teaching Permit	EM	Emergency	New Credential Type	
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	FT	30-Day Substitute Teaching Permit	EM	Emergency	First Time	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SL		First Time	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SL		New Credential Type	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	ML		First Time	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	ML		New Credential Type	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SE		First Time	
TC14	EMERGENCY	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SE		New Credential Type	
TC13	EMERGENCY	SHORT-TERM STAFF PERMIT	CTCUNI	FT	Short-Term Staff Permit	ML		First Time	
TC13	EMERGENCY	SHORT-TERM STAFF PERMIT	CTCUNI	NT	Short-Term Staff Permit	ML		New Credential Type	

<
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Application Processing

Enter the County of employment and select OK.

Choose County X Close

Query San Diego Go 31 - 40 of 40+

Affiliation Site	Affiliation Code	Relationship Type	Affiliation Name
COE30	30	COE	ORANGE COUNTY OFFICE OF ED
COE31	31	COE	PLACER COUNTY OFFICE OF EDU
COE32	32	COE	PLUMAS COUNTY OFFICE OF ED
COE33	33	COE	RIVERSIDE COUNTY OFFICE OF E
COE34	34	COE	SACRAMENTO COUNTY OFFICE
COE35	35	COE	SAN BENITO COUNTY OFFICE OF
COE36	36	COE	SAN BERNARDINO COUNTY OFF
> COE37	37	COE	SAN DIEGO COUNTY OFFICE OF
COE38	38	COE	SAN FRANCISCO COUNTY OFFIC
COE39	39	COE	SAN JOAQUIN COUNTY OFFICE C

OK Cancel

Application Processing

Enter the document type and county and select SAVE.

[Home](#) [Login](#) [Search](#) [Application](#) [Educator Profile Portal](#)


Document Detail:


Save

Cancel

Program Name: PROVISIONAL INTER

County of Employment: SAN DIEGO COUNTY OFFIC 

Issue Date: 2/15/2023 

Document Title: Provisional Internship Permit 

Document Term:

Document Category: First Time

Application Processing

Enter the authorization code and select OK.

X Close

▼

Find
1 - 10 of 10+

Auth Code	Auth Code Desc	Subject Code	Subject Desc	Maj/Min/Emph	Begin Date
AAAS		NONE		MIN	
BACA	Bilingual: Cantonese or new	NONE		MAJ	
BAMA	Bilingual: Mandarin or new	NONE		MAJ	
BASP	Bilingual: Spanish or new Educ Auth	NONE		MAJ	
ELAE		NONE		MAJ	
R3MN	Mild to Moderate Support Needs	MN	Mild to Moderate Support Needs	MAJ	
R3EN	Extensive Support Needs	EN	Extensive Support Needs	MAJ	
R3ER	Early Childhood Special Education	ER	Early Childhood Special Education	MAJ	
R3VB	Visual Impairments	VB	Visual Impairments	MAJ	
R3HD	Deaf and Hard-of- Hearing	HD1	Deaf and Hard-of- Hearing	MAJ	

OK
Cancel

Application Processing

Enter SAVE and select NEXT.

Authorization / Subjects

 **Save** **Cancel**

Authorization Code: R3ER 

Subject Code: ER 

Authorization Description: Early Childhood Special Education

Subject Description: Early Childhood Special Education

Added Authorization Date: 

Major/ Minor: MAJ 

Renewal Requirements

New 1 - 1 of

 **Delete**

Renewal Code

Renewal Description

Additional Description

> PIPF This certificate may not be renewed.

« « « » » »

Employment Restrictions

New

 **Delete**

No Record

Organization Type

Organization

County

« « « » » »

Back

Cancel

 **Next**

Application Processing

Verify the codes.

[Home](#)
[Login](#)
[Search](#)
[Application](#)
[Educator Profile Portal](#)

Document Detail: 1 of 1

New Edit

Program Name: PROVISIONAL INTER
County of Employment:
Issue Date: 2/15/2023
Document Title: Provisional Internship Permit
Document Term:
Document Category: First Time

Authorization / Subjects 1 - 2 of 2

Subject Matter Program Exams

Supplementary Authorization

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
ELAE		NONE		MAJ	
> R3ER	Early Childhood Special Education	ER	Early Childhood Special Education	MAJ	

Renewal Requirements 1 - 1 of 1

Delete

Renewal Code	Renewal Description	Additional Description
> PIPF	This certificate may not be renewed.	

Employment Restrictions No Records

New Delete

Organization Type	Organization	County
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Back

Cancel Next

Application Processing

Enter the Employment Restrictions.

[Home](#)
[Login](#)
[Search](#)
[Application](#)
[Educator Profile Portal](#)

Document Detail: 1 of 1

[New](#)
[Edit](#)

Program Name: PROVISIONAL INTER County of Employment:
 Issue Date: 2/15/2023
 Document Title: Provisional Internship Permit
 Document Term:
 Document Category: First Time

Authorization / Subjects 1 of 2

[New](#)
[Delete](#)

[Subject Matter Program](#)
[Exams](#)
 For Single Subject Credential Title documents, first select either the Subject Matter Program or Exams button.
 [Supplementary Authorization](#)

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
ELAE		NONE		MAJ	
> R3ER	Early Childhood Special Education	ER	Early Childhood Special Education	MAJ	

Renewal Requirements 1 of 1

[Delete](#)
[New](#)

Renewal Code	Renewal Description	Additional Description
> PIPF	This cer	

[Delete](#)

[Employment Restrictions](#)

[Save](#)
[Cancel](#)


*Organization Type:
 Organization:

[Back](#)
[Cancel](#)
[Next](#)

Application Processing

Verify Employment Restrictions and enter SAVE.

Employment Restrictions



Save

Cancel

★Organization Type:

COE



Organization:

SAN DIEGO COUNTY OFFICE OF EDUCATION



Application Processing

Confirm all information entered and select NEXT.

[Home](#)
[Login](#)
[Search](#)
[Application](#)
[Educator Profile Portal](#)

Document Detail: 1 of 1

[New](#)
[Edit](#)

Program Name: PROVISIONAL INTER
 Issue Date*: 2/15/2023
 Document Title*: Provisional Internship Permit
 Document Term:
 Document Category: First Time

County of Employment:

Authorization / Subjects [New](#) [Delete](#) 1-2 of 2

[Subject Matter Program](#)
[Exams](#)
 For Single Subject Credential Title documents, first select either the Subject Matter Program or Exams button.
 [Supplementary Authorization](#)

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
ELAE		NONE		MAJ	
> R3ER	Early Childhood Special Education	ER	Early Childhood Special Education	MAJ	

Renewal Requirements [New](#) 1-1 of 1

[Delete](#)

Renewal Code	Renewal Description	Additional Description
> PIPF	This certificate may not be renewed.	


Employment Restrictions [New](#) [Delete](#) 1 of 1

Organization Type	Organization	County
> COE	SAN DIEGO COUNTY OFFICE OF EDUCATION	NONE

[Back](#)
[Cancel](#)
[Next](#)

Application Processing

Attach supporting documentation.

 **Commission on
Teacher Credentialing**

[Home](#) [Login](#) [Search](#) [Application](#) [Educator Profile Portal](#)

Educator Attachments:

Last Name: CHOATE
First Name: CASEY
Middle Name: ELIZABETH
E-mail: caseychoate@att.net

Home Phone: (619) 788-6530
Work Phone: (858) 295-6994
Fee Credit Available: N
Fee Credit Amount: 0.00

Last Known County of Employment: SAN DIEGO COUNTY OFFICE
Adverse Action Indicator:
Fingerprint Process Complete: Y

Attachment

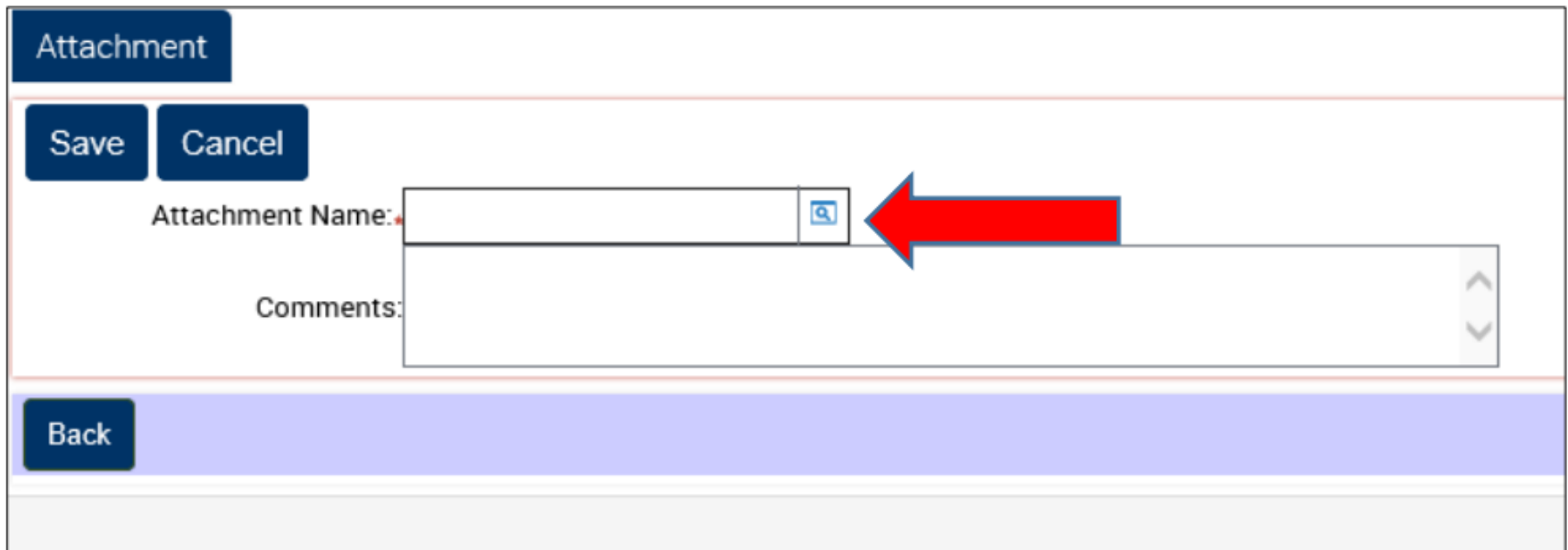
NewDeleteNo Records

Attachment Name	Size (In Bytes)	Type	Modified	Update File	Comments
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BackNext

Application Processing

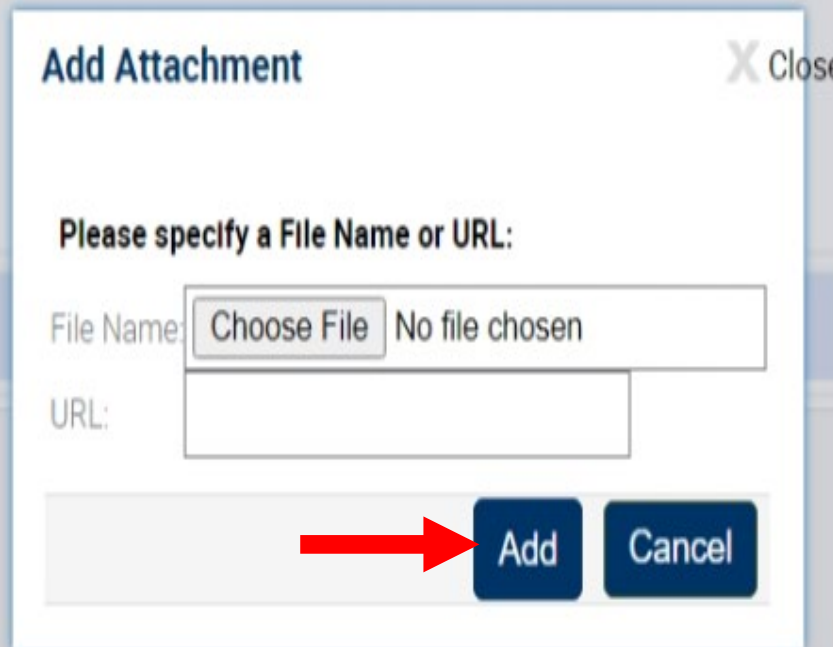
Select the pick applet icon in the attachment name field to open window and select the document(s) to upload.



The screenshot shows a web form titled "Attachment". At the top left of the form area are two buttons: "Save" and "Cancel". Below these is the "Attachment Name:" label followed by a text input field. To the right of the input field is a small square icon containing a magnifying glass. A large red arrow points from the right towards this icon. Below the "Attachment Name:" field is a "Comments:" label followed by a larger text area with a vertical scrollbar on the right. At the bottom left of the form is a "Back" button. The form has a light blue header bar and a light purple footer bar.

Application Processing

Attach supporting documentation and select Add.



Add Attachment X Close

Please specify a File Name or URL:

File Name: No file chosen

URL:

Application Processing

Confirm the information at top of the final page before submission. Select “Yes” from drop down menu. Click “Submit” to complete the recommendation.

1 of 1+

Please read the following instructions.

If you wish to edit any of your responses, click the 'Edit' button for the applicable section.

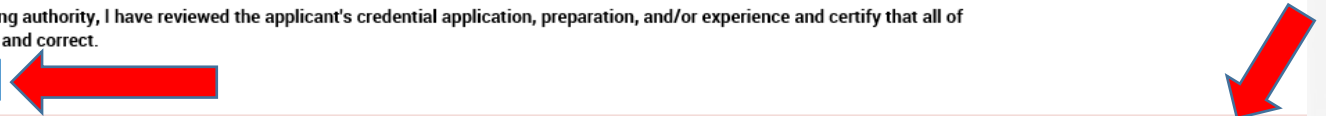
If you do not wish to submit the recommendation, nor save the completed recommendation, select 'Cancel'.

If you wish to add this application to your Filtered Recommends page, click the 'Save' button.

If you wish to submit this recommendation, select 'Yes' and click the 'Submit' button.

As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that all of the foregoing statements in this application are true and correct.

Please Select 'Yes/No':



Temporary County Certificates

- EC Code 44332 allows the County Office to issue a temporary county certificate to cover the assignment while waiting for the CTC to process the application. **Must possess the *Certificate of Clearance* or another valid document in order to activate.**
- Submit the following to obtain a Temporary County Certificate (TCC)
 - 1) Printout of CTC payment confirmation email
 - 2) Completed TCC, including the authorization/subject area and issuance/effective date

Temporary County Certificate will be issued for **three months** from the date paid/received at CTC

- By law, it can not be valid for more than one year (or until the credential/permit applied for has been issued or denied by the CTC).
- Applications rejected/denied by the CTC will result in the inactivation of Temporary County Certificate.

Resources

Credential Information Guide (CIG)

To access the CIG, do the following:

- 1) Type in the following link:

http://www.ctc.ca.gov/credentials/cig/cig_toc.html

- 2) A box will appear labeled “Enter Network Password”
 - 3) Enter the following:
 - a) Username: cig2011
 - b) Password: ctcguide
 - 4) Click box to save your password
- Coded Correspondence & Credential Information Alerts (CIA) available on CIG or CTC website.
 - Workshops, Presentations and Charts on the CIG

Resources

On the CIG:

[CTC Online – Processing Recommendations](#)

[User Guide – Overview](#)

[CTC Online Handbook for Non-Program Document Submission](#)

[User Guide - PIP/STSP Online Submission](#)

[CTC Authorization Code Sort Table](#)

[Webinar Recommendations 2022](#)

[Webinar for Online Recommendations - October 2022](#)

Resources

Emergency Permits- Online Recommendations

Coded Correspondence [22-05](#)

Add or Change Authorized *Designee* Form: [CL-896](#)

Add or Change Authorized *Submitter* Form: [CL-897](#)

CTC Contacts

- **CTC Online...**

Email: ctconline@ctc.ca.gov

- **CTC General...**

Email: credentials@ctc.ca.gov

SDCOE Public Contact Info

- SDCOE Credentials Office and Fingerprinting/Live Scan questions automated telephone public number



858-298-2194



- Applicants have menu sections to select from for information
- Applicant has ability to talk to a Credential Technician
- Please direct applicants to the SDCOE Credentials Website FIRST, prior to having them call our office
- SDCOE Credentials Office General email sdcred@sdcoe.net

QUESTIONS OR COMMENTS

THANK YOU FOR
ATTENDING!