Online Recommendations

Monica Robinson, Credential Analyst
San Diego County Office of Education
Emergency Documents available via CTC Online:

<table>
<thead>
<tr>
<th>Emergency 30-day Substitute</th>
<th>Emergency Crosscultural, Language and Academic Development Permit (EM CLAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Internship Permit (PIP)</td>
<td>Emergency Bilingual Permit</td>
</tr>
<tr>
<td>Short Term Staff Permit (STSP)</td>
<td>Emergency Teacher Librarian Services Credential</td>
</tr>
<tr>
<td>General Education Limited Assignment Permit (GELAP)</td>
<td>Teaching Permit for Statutory Leave (TPSL)</td>
</tr>
<tr>
<td>Special Education Limited Assignment Permit (SELAP)</td>
<td>Specialist Teaching Permit in Early Childhood Education also known as the Emergency Transitional Kindergarten Permit (ETK)</td>
</tr>
<tr>
<td>Emergency Resource Specialist Permit</td>
<td></td>
</tr>
</tbody>
</table>
Application Processing

Log In to CTC online via Online Services for Agencies link on the CTC homepage.
Application Processing

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

Review Educator’s Information:

Note: If you have any questions, please view the CTC Online – Written Instructions for Application and Payment page.

<table>
<thead>
<tr>
<th>First Name</th>
<th>CASEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td>ELIZABETH</td>
</tr>
<tr>
<td>Last Name</td>
<td>CHOATE</td>
</tr>
<tr>
<td>E-mail</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Work Phone</td>
<td>(858) 295-6994</td>
</tr>
<tr>
<td>Home Phone</td>
<td>[redacted]</td>
</tr>
</tbody>
</table>

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

Last Known District of Employment:

Fingerprint Status: Complete: No Action Required
Application Processing

Select the “Authorized Agencies” button.
Application Processing

Click the “Go to Create Document” button.
Application Processing

Select “New” at the top of the page.
Application Processing

Input the requested date of document and document title.

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Type</th>
<th>Program Name</th>
<th>OrganizationName</th>
<th>Category</th>
<th>Document Description</th>
<th>Term</th>
<th>Term Description</th>
<th>Category Description</th>
<th>Program Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBP EMERGENCY</td>
<td>EMERGENCY DOCUMENT</td>
<td>CTCUNI</td>
<td>NT</td>
<td>30-Day Substitute Teaching Permit</td>
<td>EM</td>
<td>Emergency</td>
<td>New Credential Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBP EMERGENCY</td>
<td>EMERGENCY DOCUMENT</td>
<td>CTCUNI</td>
<td>FT</td>
<td>30-Day Substitute Teaching Permit</td>
<td>EM</td>
<td>Emergency</td>
<td>First Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TC14 EMERGENCY</td>
<td>PROVISIONAL INTERNSHIP PERMIT</td>
<td>CTCUNI</td>
<td>FT</td>
<td>Provisional Internship Permit</td>
<td>SL</td>
<td>New Credential Type</td>
<td></td>
<td>First Time</td>
<td></td>
</tr>
<tr>
<td>TC14 EMERGENCY</td>
<td>PROVISIONAL INTERNSHIP PERMIT</td>
<td>CTCUNI</td>
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<td>PROVISIONAL INTERNSHIP PERMIT</td>
<td>CTCUNI</td>
<td>FT</td>
<td>Provisional Internship Permit</td>
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<td>First Time</td>
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<td>CTCUNI</td>
<td>FT</td>
<td>Provisional Internship Permit</td>
<td>SE</td>
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<td>First Time</td>
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<tr>
<td>TC13 EMERGENCY</td>
<td>SHORT-TERM STAFF PERMIT</td>
<td>CTCUNI</td>
<td>FT</td>
<td>Short-Term Staff Permit</td>
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Application Processing

Enter the County of employment and select OK.
Application Processing

Enter the document type and county and select SAVE.
Application Processing

Enter the authorization code and select OK.
Application Processing

Enter SAVE and select NEXT.
Application Processing

Verify the codes.
Application Processing
Enter the Employment Restrictions.
Application Processing

Verify Employment Restrictions and enter SAVE.

Employment Restrictions

- Organization Type: COE
- Organization: SAN DIEGO COUNTY OFFICE OF EDUCATION

Save  Cancel
Application Processing

Confirm all information entered and select NEXT.
Application Processing
Attach supporting documentation.
Application Processing

Select the pick applet icon in the attachment name field to open window and select the document(s) to upload.
Application Processing
Attach supporting documentation and select Add.
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.

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’ Yes

[Submit]
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](mailto:ctconline@ctc.ca.gov)

• **CTC General...**
  Email: [credentials@ctc.ca.gov](mailto: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!