

You will need to create a User ID and Password for the CTC website. Please see directions below.

Go to www.ctc.ca.gov and choose:



On the next page, on the far right hand , click on "educator login"

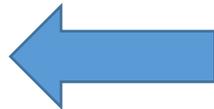
A box with a dark blue header "Application Status" and a light gray body. The body contains the text "We are currently processing applications received before:" followed by the date "12/8/2016" in a large font. Below the date is a blue link "More Information".

Application Status

We are currently processing applications received before:

12/8/2016

[More Information](#)



THIS IS ONLY A SAMPLE DATE



On the next page the applicant will need to click on the highlighted "Create User ID and Password"

A screenshot of a login page. At the top is the heading "Login". Below it is a warning: "User accounts are locked for 30 minutes after 5 unsuccessful login attempts. Use the 'Forgot Password' link before the 5th attempt." There are two input fields: "User ID: *" and "Password: *". Below the fields is an "OK" button. Further down are links for "Forgot Your Password?" and "Forgot Your User ID?". A link "Create User ID and Password" is highlighted in yellow. At the bottom is a note: "Note: The 'Create User ID and Password' link above is for Educators only."

Login

User accounts are locked for 30 minutes after 5 unsuccessful login attempts. Use the "Forgot Password" link before the 5th attempt.

User ID: *

Password: *

OK

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

[Create User ID and Password](#)

Note: The "Create User ID and Password" link above is for Educators only.

When the new page comes up, you will be asked to put in your SSN and DOB. If you have do not have a certificate of clearance or any document, once you click okay, it will come back blank again and you will need to re-enter the data and click okay again.

Please do not use your browser's back button during this process.

Social Security Number (#####):

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

OK

The "Create New Educator" page will appear for creating the user ID and Password. Please create a unique user id (not just first initial and last name).

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 *	<input type="text"/>	Address Line 1 *	<input type="text"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Email *	<input type="text"/>	State *	<input type="text"/>
Work Phone *	<input type="text"/>	Zip Code *	<input type="text"/>
Home Phone *	<input type="text"/>	Country *	<input type="text"/>

Enter User ID and Password

User ID *	<input type="text"/>	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: <>:/!~#%&*"()_+@) • User ID cannot be part of password
Password *	<input type="text"/>	
Verify Password *	<input type="text"/>	

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

Challenge Question 1 *	<input type="text"/>	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.
Challenge Answer 1 *	<input type="text"/>	
Challenge Question 2 *	<input type="text"/>	
Challenge Answer 2 *	<input type="text"/>	
Challenge Question 3 *	<input type="text"/>	
Challenge Answer 3 *	<input type="text"/>	

Next Cancel

Once you have created a user name and password, you are all done! Please save this information for future log in and renewal of your document.