

Appendix D: Accessing your Credential Record

Option 1

CTC Online

You can find your credential record at www.ctc.ca.gov. Go to Online Services for Educators, then click on the Educators Page, log in, and there you'll see your credential record. Take a screen shot, covert it to PDF and upload that document to TaskStream.

The credential record needs to include:

- 1) Your name
- 2) The document number
- 3) The document title
- 4) The term of the document
- 5) The status
- 6) The issuance date
- 7) The expiration date
- 8) The original issuance date

The screenshot shows the CTC Online Educator Page. At the top, there is a navigation bar with "Home", "FAQ", and "Glossary". Below the navigation bar, there is a search bar and a "Back" button. The main content area displays the user's name and other information. A large red "Yes!" is overlaid on the page. Below the user information, there is a table of credentials. The table has the following columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, Special Grade, and Recommending Agency. A red box highlights a row for a 30-Day Substitute Teaching Permit. Below the table, there is a "Recommendations" section and a "Renewals/Reissuances" section.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
[Redacted]	Multiple Subject Teaching Credential	Professional Clear	Valid	5/31/11	6/1/2001	12/22/11			SONOMA ST. U.
[Redacted]	Multiple Subject Teaching Credential	Preliminary	Valid	12/22/11	1/1/2001	12/22/11			SONOMA ST. U.
9500 [Redacted]	30-Day Substitute Teaching Permit	Emergency	Valid	3/17/1995	4/1/1996	3/17/1995			
9400 [Redacted]	Certificate of Clearance		Valid	11/5/1993	12/1/1998	3/9/1994			

Option 2

This is another acceptable view. It shows all of the important information, too.

CA.GOV CTC COMMISSION ON TEACHER CREDENTIALING Ensuring Educator Excellence Home | FAQ | Glossary

Agency User Search Educator Page

Back Email Document

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:
 Last Name: [REDACTED]
 First Name: [REDACTED]
 Middle Name: [REDACTED]

Document Information:
 Document Number: 9500-[REDACTED]
 Document Title: 30-Day Substitute Teaching Permit
 Term: Emergency
 Status: Valid
 Issue Date: 3/17/1995
 Expiration Date: 4/1/1996
 Original Issue Date: 3/17/1995
 Grade:
 Special Grade: SB1969 (Title 5 §80487):

Authorization / Subjects 1 - 1 of 1

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
P30	This permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades twelve and below, including preschool, and in classes organized primarily for adults. The holder may serve on this permit in any county in which the document is registered provided the employing agency has a statement of need on file for the school year.	NONE			

Renewal Requirements 1 - 1 of 1

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
P30	To renew this permit, the holder needs to submit an application and fee through his or her employing school district or county office of education, or directly to the Commission.	TC Code Not Required

This is not an acceptable document for submission.

It lacks unique information like document numbers, there is no way to verify that this is not a forgery. Please DO NOT submit this version.

