

California Teacher Credentialing Checklist

Created by Pathways To Teaching Consultants, LLC



Determine Your Credential Pathway

- Decide your target credential type (Multiple Subject, Single Subject, Education Specialist)
- Identify whether you are a Traditional, Intern/Alternative, Out-of-State, or Private/Charter teacher

Meet Basic Skills

- Pass CBEST (California Basic Educational Skills Test) or use approved alternatives (SAT, ACT, AP, coursework) - [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))

Complete Subject Matter Competency

- Pass CSET or complete a CTC-approved Subject Matter Program <https://www.ctc.ca.gov/educator-prep/subject-matter-requirements>

Complete a Teacher

- Enroll in a CTC-approved credential program (traditional, intern, or district intern)

Preparation Program

- Complete coursework and fieldwork
- Receive program recommendation for credential

Meet U.S. Constitution Requirement

- Verify completion through approved course or university exam

Complete Health and Safety Requirements

- Obtain TB clearance
- Complete CPR certification (infant, child, adult)
- Get fingerprint clearance via Live Scan - <https://www.ctc.ca.gov/credentials/fee-and-fingerprint>
- Submit Certificate of Clearance to CTC - [https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-\(cl-900\)](https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900))

Apply for Your Credential

- Create or log into your CTC Educator Account - <https://www.ctc.ca.gov/credentials/ctc-online-services-help/login-help>
- Submit application with program recommendation and documents
- Pay CTC application fee - [https://www.ctc.ca.gov/credentials/leaflets/fee-schedule-information-\(cl-659\)](https://www.ctc.ca.gov/credentials/leaflets/fee-schedule-information-(cl-659))
- Wait for CTC evaluation email - <https://www.ctc.ca.gov/credentials/ctc-online->

[services-help/your-educator-account/check-application-status](#)

After Credential Issuance

- Download and save digital copy of credential
- Add credential to school personnel file
- Update resume and professional portfolio
- Track renewal every five (5) years

Create a Documentation Binder

- Identification and Test Scores
- Transcripts and Program Letters
- Fieldwork and Evaluations
- CTC Application Confirmations
- Credential Copies & Renewal Notes

Resources

- CA Commission on Teacher Credentialing website: www.ctc.ca.gov
- FAQ:
<https://www.ctc.ca.gov/credentials/faq/faq-general>
- Financial Resources for Teacher Candidates:
<https://www.ctc.ca.gov/credentials/roadmap-to-teaching/financial-resources-for-teacher-candidates>
- RICA Information:
www.ctcexams.nesinc.com/test_info_RICA.asp
(See: Assembly Bill 121

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“Giving You The Steps to Success”

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