



NORTH COAST SCHOOL OF EDUCATION



SUPPORT WITH THE ONLINE CCTC CREDENTIAL RECOMMENDATION PROCESS

- Watch for an email from donotreply@ctc.ca.gov.
- Follow all steps outlined in the email. Click on the links and complete the process as soon as possible – do not procrastinate!
- Use the CCTC website as a resource throughout the process. <https://www.ctc.ca.gov/credentials/complete-recommend>
- Why you **don't** want to procrastinate: An incomplete and unpaid online credential recommendation will be removed from the CCTC system **after 90 days**. You will be required to pay an **additional \$50.00 fee** if you have not completed your online process in a timely manner and a second recommendation will need to be re-filed for your clear credential. This \$50.00 fee is **in addition to** the \$100.00 fee you need to pay the Commission for your credential.
- Only use FIREFOX or INTERNET EXPLORER as your browser. Safari and Google Chrome do not work with the CCTC website.
- Set your pop-up blocker to “always allow from this site.”
- After **each** entry/edit you make, click “SAVE” in the upper left corner before clicking on “NEXT” in the bottom right corner.
- If you've had a name change since your preliminary credential was originally issued, you'll have an opportunity to edit your personal information to update to your current name. Click on the Credential Information tab and find "Change Your Name".
- Call our regional office if you don't receive the donotreply@ctc.ca.gov within 3 months of your completion of your work with NCSOE. Also feel free to call our regional office with any questions: 707-524-2818.