



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 will need to request a name change through CTC. <https://www.ctc.ca.gov/credentials/complete-recommend>
- 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.