



*Ventura County Office of Education*  
*Teacher Support Services*

5100 Adolfo Road, Camarillo, CA 93012  
(805) 437-1320 tel. (805) 389-4316 fax  
[academicadvise@vcoe.org](mailto:academicadvise@vcoe.org)



Dear Program Participant:

We will be submitting all credential recommendations to the California Commission on Teacher Credentialing (CTC) on-line. To complete this online process, it is **REQUIRED** that you have the following:

1. Credit card for payment (Visa, MasterCard or debit cards only); and
2. A valid email address. Please note that AOL addresses are not currently acceptable as this email provider blocks CTC automated-reply emails.

**IMPORTANT NOTE:** Please note that Safari (on Mac and Windows) and the iPad, iPhone, iTouch and other Apple iOS devices are **not** compatible with the new CTC website.

The on-line process is as follows:

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**STEP 1:**

- ☐ Login to the MyPDC website. On the menu, click on "My Information" then click "Activities" and find the Activity Type for the specific recommendation(s) you are requesting (e.g., Clear Credential Recommend, CASC Clear Credential Recommendation, AASE Recommend, etc.)
  - ☐ If the words "Eligible to Apply" are stated there, you are ready! Please complete the attached *Credential Request Form* and email back to us at [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org).
  - ☐ If you are not yet eligible, review the Courses and Activities screens for a status of "Incomplete" or "Needs" and/or "NM" (Not Met) grades. Complete the incomplete/missing requirements. Contact our office if you have any questions. Once all outstanding requirements have been met, complete the attached *Credential Request Form* and email back to us at [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org).

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**STEP 2:**

- ☐ Once we receive your completed *Credential Request Form*, we will confirm eligibility and recommend you to the CTC for your credential authorization(s). You will then be notified via email by the CTC to complete the personal/professional fitness section and payment portion of the process. Please note that the CTC assesses a processing fee for each credential authorization you request.

**IMPORTANT NOTE:** You have **90 days** from the date of the recommendation to complete this payment and personal/professional fitness process. If you do not, CTC will cancel your application and you will need to contact our office to re-start the process. A re-recommendation fee of \$25 will be required.

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**STEP 3:**

- ☐ CTC will send you an email confirming receipt of your credential application. To check the status of your credential issuance, please go to the CTC's website at [www.ctc.ca.gov](http://www.ctc.ca.gov) and click "Search for an Educator". Please note that credentials are generally issued within 10 business days.

Any questions please contact our office.

Academic Advisors  
Ventura County Office of Education  
Teacher Support Services



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## Credential Request Form

### INSTRUCTIONS:

1. I am applying for the following credential authorizations (check all that apply):

- ☐ Clear Credential – Multiple Subject (General Ed)
- ☐ Clear Credential – Single Subject (General Ed)
- ☐ Clear Credential – Education Specialist (Special Ed)
- ☐ Clear Credential – Administrative Services Credential
- ☐ Added Authorization for Special Ed – Autism Spectrum Disorder
- ☐ Added Authorization for Special Ed – Orthopedically Impaired
- ☐ Added Authorization for Special Ed – Early Childhood Special Education
- ☐ Ed Specialist Credential – Language and Academic Development

**IMPORTANT NOTE:** Please be aware that the CTC will require a separate fee for each credential recommendation.

2. Please provide the following required information:

<b>Applicant's Full Legal Name (as it will be stated on your credential document)</b>	
First Name	
Middle Name	
Last Name	
All Former/Maiden Name(s)	
Last 4 Digits of Social Security #	
<b>Contact Information</b>	
Address	
City	
State	
Zip Code	
County of Employment (if applicable)	
Email (no AOL addresses)	
Home or Cell Phone	
Work Phone	

3. Once completed, please email to: [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org).

If you have any questions, please contact an academic advisor at (805) 437-1320 or [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org)