

CTC User Name/Log in Requirement

To create a User ID and Password for the CTC website, please see directions below.
You cannot use Safari or Chrome to complete this process; download Firefox or Internet Explorer.

STEP 1: Go to www.ctc.ca.gov and choose:

Credentialing
Information

STEP 2: On the next page, on the far right hand, click on “educator login”

Application Status

We are currently
processing applications
received before:

12/8/2016

[More Information](#)

Educator Login

STEP 3: On the next page the applicant will need to click on the highlighted “Create User ID and Password”

Login

User accounts are locked for 30 minutes after 5 unsuccessful login attempts. Use the “Forgot Password” link before the 5th attempt.

User ID: *

Password: *

OK

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

Create User ID and Password

Note: The “Create User ID and Password” link above is for Educators only.

STEP 4: When the new page comes up, you will be asked to put in your SSN and DOB. If you do not have a certificate of clearance or any document, once you click okay, it will come back blank again and you will need to re-enter the data and click okay again.

Please do not use your browser's back button during this process.

Social Security Number (#####) :

Date of Birth (MM/DD/YYYY) :*

OK

STEP 5: The “Create New Educator” page will appear for creating the user ID and Password. Please create a unique user id (not just first initial and last name).

New User Registration:

Create New Educator

* = Required Field

Please provide your own contact details so that we can create you as an Educator.

First Name *	<input type="text"/>	Address Line 1 *	<input type="text"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Email *	<input type="text"/>	State *	<input type="text" value="Select"/>
Work Phone *	<input type="text"/>	Zip Code *	<input type="text"/>
Home Phone *	<input type="text"/>	Country *	<input type="text" value="Select"/>

Enter User ID and Password

User ID *	<input type="text"/>	Password requirements are as follows: <ul style="list-style-type: none">• Nine Characters or more• Capital and lower case Letters• At least one number• At least one symbol (any of these: <>:/\~!@#\$%^&*()_+)• User ID cannot be part of password
Password *	<input type="password"/>	
Verify Password *	<input type="password"/>	

Enter Challenging Questions and Answers (To be used when you forget your password)

Challenge Question 1 *	<input type="text"/>	Challenge Questions requirements are as follows: <ul style="list-style-type: none">• Questions must be minimum 5 characters length.• Answers must be minimum 5 characters length.• Questions and answers must all be different.• Answer cannot be part of question.
Challenge Answer 1 *	<input type="text"/>	
Challenge Question 2 *	<input type="text"/>	
Challenge Answer 2 *	<input type="text"/>	
Challenge Question 3 *	<input type="text"/>	
Challenge Answer 3 *	<input type="text"/>	

Once you have created a user name and password, you are all done! Please save this information for future log in and renewal of your document.