

## Resources and References

**Coded** - CTC official communication, Coded Correspondence; found on the CTC website ([www.ctc.ca.gov](http://www.ctc.ca.gov)) under Public Notices and on the Credential Information Guide (see below)

**CIA** – Certification Division communication, Credential Information Alert; found only on the Credential Information Guide

### Administrator’s Assignment Manual

CTC Website: <http://www.ctc.ca.gov/credentials/manuals-handbooks/Administrator-Assignment-Manual.pdf>

### Bilingual Program Standards

CTC Website: <http://www.ctc.ca.gov/educator-prep/ELA.html#BCLAD>

Coded 08-05, March 2008: <http://www.ctc.ca.gov/notices/coded/2008/0805.pdf>

Coded 07-20, December 2007: <http://www.ctc.ca.gov/notices/coded/0720/0720.pdf>

Coded 07-10, July 2007: <http://www.ctc.ca.gov/notices/coded/0710/0710.pdf>

### English Learners

- ❖ Certificate of Completion of Staff Development (CCSD)

*Elementary, Secondary and Special Education Credentials*

CIA 08-06, April 2008: [http://www.ctc.ca.gov/credentials/cig/alerts/2008\\_alerts/0806.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2008_alerts/0806.pdf)

Coded 08-04, March 2008: <http://www.ctc.ca.gov/notices/coded/2008/0804.pdf>

Coded 07-24, December 2007: <http://www.ctc.ca.gov/notices/coded/0724/0724.pdf>

Coded 07-16, December 2007: <http://www.ctc.ca.gov/notices/coded/0716/0716.pdf>

CIA 08-06, April 2008: [http://www.ctc.ca.gov/credentials/cig/alerts/2008\\_alerts/0806.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2008_alerts/0806.pdf)

Leaflet CL-824: <http://www.ctc.ca.gov/credentials/leaflets/cl824.pdf>

*Designated Subjects/Services Credential*

Handbook on CTC Website: <http://www.ctc.ca.gov/educator-prep/standards/ELAP-Handbook.doc>

Coded 08-04, March 2008: <http://www.ctc.ca.gov/notices/coded/2008/0804.pdf>

Coded 06-0020, Decembr 2006: <http://www.ctc.ca.gov/notices/coded/060020/060020.pdf>

- ❖ Out-of-State English Learner

Coded 07-03, February 2007: <http://www.ctc.ca.gov/notices/coded/0703/0703.pdf>

- ❖ English Learner For Experienced Private School Teachers

Coded 07-02, February 2007: <http://www.ctc.ca.gov/notices/coded/0702/0702.pdf>

- ❖ Education Specialist  
CIA 07-10, July 2007: [http://www.ctc.ca.gov/credentials/cig/alerts/2007\\_alerts/0710.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2007_alerts/0710.pdf)  
CIA 07-05, April 2007: [http://www.ctc.ca.gov/credentials/cig/alerts/2007\\_alerts/0705.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2007_alerts/0705.pdf)
- ❖ CLAD Coursework Update  
Coded 07-17, December 2007: <http://www.ctc.ca.gov/notices/coded/0717/0717.pdf>  
Leaflet CL-628: <http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf>

## Exams

CTEL and BCLAD: <http://www.ctcexams.nesinc.com>

## Online Credential View and Printable Process

Coded 08-09: <http://www.ctc.ca.gov/notices/coded/2008/0809.pdf>

## Title 5 California Code of Regulations

### ❖ Terms and Definitions

Coded 07-15, November 2007: <http://www.ctc.ca.gov/notices/coded/0715/0715.pdf>

**NOTE:** The links may need to be copied and pasted into the address line to access the publications.

## Credential Information Guide (CIG)

To access the CIG:

1. Type in the following link: [http://www.ctc.ca.gov/credentials/cig/cig\\_toc.html](http://www.ctc.ca.gov/credentials/cig/cig_toc.html)  
(note that there is an underscore between “cig” and “toc” within the address)
2. A box will appear labeled "Enter Network Password"  
Type the following passwords (NO SPACES):  
Username: **ciguser2002**  
Password: **cctccig4u**

If you do not want to enter the User Name and Password each time you access the CIG, click the small box to the left that says "Save this password in your password list". This will bypass the log-in process in the future.

## Commission Contact Information

### English Learner

<p><i>Certification Unit – Credential Requirements and Renewal (Information Services)</i>          Telephone: 1-888-921-2682 (toll free) OR (916) 445-7254: 1:00 pm to 4:45 pm; Monday-Friday          Email: <a href="mailto:credentials@ctc.ca.gov">credentials@ctc.ca.gov</a>          Website: <a href="http://www.ctc.ca.gov">www.ctc.ca.gov</a></p>	
<p><i>Assignment Unit</i>          Roxann Purdue</p> <p>Telephone: (916) 322-5038 (voice mail only)          Email: <a href="mailto:cawassignments@ctc.ca.gov">cawassignments@ctc.ca.gov</a>          Fax: (916) 322-0048</p>	<p><i>Division of Professional Services</i>          Jo Birdsell</p> <p>Email: <a href="mailto:jbirdsell@ctc.ca.gov">jbirdsell@ctc.ca.gov</a></p>

### List Servs

Send an email to the addresses in the table below to sign up. Leave the body of the email empty.

<p><b><u>CTC News</u></b>          Information on Commission Activities  <a href="mailto:NewsList-subscribe@lists.ctc.ca.gov">NewsList-subscribe@lists.ctc.ca.gov</a></p>	<p><b><u>CAW News</u></b>          Information on Commission Activities  <a href="mailto:cawnews-subscribe@lists.ctc.ca.gov">cawnews-subscribe@lists.ctc.ca.gov</a></p>
<p><b><u>PSD News</u></b>          News relating to the Professional Services Division  <a href="mailto:psd-news-subscribe@lists.ctc.ca.gov">psd-news-subscribe@lists.ctc.ca.gov</a></p>	