How to Print a Copy of Your Credential

1. Go to the CTC website, http://www.ctc.ca.gov
2. Click on Educator Login.
3. Login by entering User ID and Password or Create a User ID and Password if you are a new user.
4. Continue to the Educator Page, which displays after the Legal Disclaimer and Personal Information pages and click **Next**.
5. Verify your personal information and click **Next**.
6. Click on Document Number of the document you want to print.
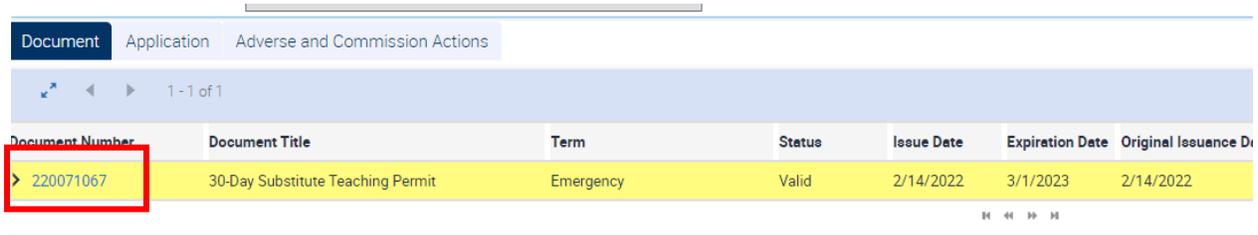
Document	Application	Adverse and Commission Actions						
Document Number	Document Title		Term	Status	Issue Date	Expiration Date	Original Issuance D...	
> 220071067	30-Day Substitute Teaching Permit		Emergency	Valid	2/14/2022	3/1/2023	2/14/2022	

7. Click Email Document to have it sent to the email on file.
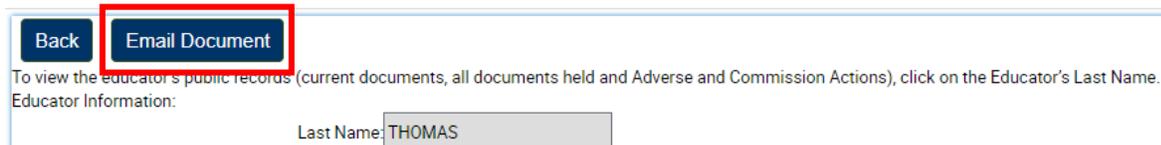
Back   **Email Document**

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.
Educator Information:

Last Name: THOMAS

8. Check your email for the PDF attachment, open, and print.
9. If you want to get more copies of other credentials/permits, go back to the CTC website.
10. Click the Back button to return to the list of all credentials.
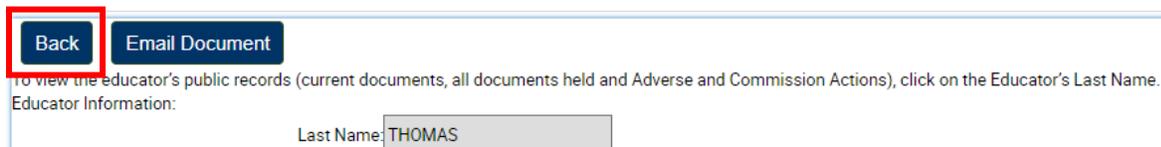
Back   Email Document

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.
Educator Information:

Last Name: THOMAS

11. Repeat 6-8 for each credential or permit.