

COMMISSION ON TEACHER CREDENTIALING

[Home](#) → [Educators](#) → Create a Personal Profile

Create a Personal Profile

For First Time Applicants

Follow the directions below to create a personal profile. If you have previously submitted an application or received a formal online recommendation from an approved program sponsor then your profile may already exist.

1. Click on the Educator Login button.



2. Enter your Social Security Number and Date of Birth in the format shown. Click OK.

<input type="text"/>	<input type="text"/>
Social Security Number (#####) * :	Social Security Number (#####) * :
	131313131
Date of Birth (MM/DD/YYYY) * :	Date of Birth (MM/DD/YYYY) * :
	10/20/1968
<input type="button" value="OK"/>	<input type="button" value="OK"/>

3. You will be prompted a second time to enter your Social Security Number and Date of Birth to create your new profile. Re-enter your information and click OK.
4. Click the **Create Person** button.

Edit * = Required Field

Note: If you have questions about the information displayed below

- Last Name *** :
- First Name *** :
- Middle Name:**
- E-mail *** :
- Work Phone:**
- Home Phone:**

New

Address Line 1:

5. Enter your full legal name, current email address, phone number(s), and your California county of employment (county of employment information is optional).

Save Cancel * = Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

First Name * :
 Middle Name:
 Last Name * :
 E-mail * :
 Work Phone:
 Home Phone:
 Last Known County of Employment: 



New

Address Line 1: State:
 Address Line 2: Province:
 City: Country:
 Zip Code:


Back




Save Cancel * = Required Field

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

First Name * : EMILY
 Middle Name:
 Last Name * : EDUCATOR
 E-mail * : credentials@ctc.ca.gov
 Work Phone: (916) 555-1234
 Home Phone: (916) 555-4321
 Last Known County of Employment: SACRAMENTO COUNTY C 

6. To add a California county of employment, click the small box with a check mark in it. A new window will open.
 Last Known County of Employment: 

Select the appropriate county from the list. Counties appear in alphabetical order. To advance the list, click the  arrow. Once the correct county is selected in yellow, click OK at the bottom of the window.

Code	Organization	Site	Address	City	State	Zip	Country	Site Phone Number
> 01	ALAMEDA COUNTY OFFICE OF EDUCATION	COE01	313 West Winton Avenue 	Hayward	CA	94544-1198	USA	
> 02	ALPINE COUNTY OFFICE OF EDUCATION	COE02	43 Hawkside Drive 	Markleeville	CA	96120-9522	USA	
> 03	AMADOR COUNTY OFFICE OF EDUCATION	COE03	217 REX AVENUE 	JACKSON	CA	95642	USA	

7. Verify your personal information is correct and click **Save**.

Save **Cancel** * = Required Field

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

First Name * : EMILY
Middle Name :
Last Name * : EDUCATOR
E-mail * : credentials@ctc.ca.gov
Work Phone : (916) 555-1234
Home Phone : (916) 555-4321

Last Known County of Employment: SACRAMENTO COUNTY C 

8. Move down to the address section. Click **New** to add your mailing address. Failure to add a mailing address can result in significant delays in credential processing.

Edit * = Required Field

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission

Last Name * : EDUCATOR
First Name * : EMILY
Middle Name :
E-mail * : credentials@ctc.ca.gov
Work Phone : (916) 555-1234
Home Phone : (916) 555-4321

Last Known County of Employment: SACRAMENTO COUNTY OFFICE OF EDUCATION
Fingerprint Process Complete: N

New

Address Line 1:
Address Line 2:
City:
State:
Province:
Country:
Zip Code:

Back

9. Enter your mailing address information and click Save.

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

Last Name * : EDUCATOR
First Name * : EMILY
Middle Name:
E-mail * : credentials@ctc.ca.gov
Work Phone: (916) 555-1234
Home Phone: (916) 555-4321

Last Known County of Employment: SACRAMENTO COUNTY OFFICE OF EDUCATION
Fingerprint Process Complete: N

Note: Please verify County of Employment A "Y" next to "Fingerprint Process Complete" necessary to begin a professional fitness r

* Address Line 1: 1900 Capitol Avenue
Address Line 2:
* City: Sacramento
State: CA
Province:
Zip Code: 95811
Country: USA
Save Cancel



10. Your profile information should now be complete. Click Next to proceed.

Edit * = Required Field
Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts
Last Name * : EDUCATOR Last Known County of Employment: SACRAMENTO COUNTY OFFICE OF EDUCATION Not
First Name * : EMILY A "Y" material necessary
Middle Name: Fingerprint Process Complete: N to b
E-mail * : credentials@ctc.ca.gov
Work Phone: (916) 555-1234
Home Phone: (916) 555-4321
New
Address Line 1: 1900 CAPITOL AVENUE State: CA
Address Line 2: Province:
City: SACRAMENTO Country: USA
Zip Code: 95811
Back Next

Updated August 31, 2015

[Conditions of Use](#) | [Privacy Policy](#)
Copyright © 2015 State of California