

English Learner Authorization and Credential Copy Information Page

English Learner Authorization (ELA): California Certification to teach ELL students is required. This can be embedded in your credential as an additional authorization on your credential with the R242, ELA1, ELAM, ELAS, ELAE or other authorization code and explanation of being able to teach the subject listed on your credential to English Language Learners. We will also accept CLAD, BCLAD, Completion of Staff Development Certificate (issued by CTC).

*If you have a SB 2042 Credential then ELA should be embedded in your credential as an added authorization such as ELA1, R242, with the authorization description paragraph starting out as ‘The following instructional series may be provided to English learners’.

We do not accept emergency CLAD permits.

**If you are unsure of how you hold ELA authorization, please contact the University you completed your credential program at.

Disclosure: The information provided in this document is only for the use of additional information about requirements.

The School is not responsible for the information provided or any issues that may arise due to the interpretation by the applicant.

All formal, legal, and specific documented information about ELA can be found on the California Commission on Teacher Credentialing (CTC) website as they are the institution that issues credentials and certifications for public school teachers in the state of California which follows the regulations as enforced by the California Department of Education.

Credential Copy: (see example below of the digital copy of the credential as requested in PDF form)

Please look up your credential on the CTC Website, save it as a PDF, and upload it to your EdJoin application. The copy should look like the sample Credential Copy PDF shown below.

To look up your credential:

Go to www.ctc.ca.gov → click ‘Search for an Educator’ → click ‘Secured Search’ → Enter in SSN and DOB → All current credentials and documents you hold will appear → click on the document to show all authorization codes for the specific credential → Make webpage PDF → Upload to EdJoin application.

How to make your credential on the CTC Website a PDF: Once you have looked up your credential on the CTC website, select ‘File’ and then select ‘Print’. Instead of choosing your personal printer, select ‘CutePDFWriter’ and then click ‘OK’.

It will then ask you what you would like to save the document as and where you would like to save the document to.

After entering this information in, click ‘Save’ and it will make the web page of your credential a PDF.

*If needed, copy and paste the CTC webpage into a word document and make the word document into a PDF.

Instructions on making word documents and webpages into a PDF can be found on the internet using any search engine.

Sample Credential saved as a PDF from what is listed and displayed on the CTC Website

Credential copy must have the document number, authorization codes and subjects as well as date issued and expiration date.

The screenshot shows a PDF document titled 'Sample of PDF Credential.pdf' from the California Commission on Teacher Credentialing (CTC). The document contains the following information:

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
	Single Subject Teaching Credential	Clear	Valid	2/2/2013	3/1/2018	6/16/2002		

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
ELA1	The following instructional services may be provided to English learners (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit. (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44533.	NONE		MAJ	
R15	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	ENGK	English (Examination)	MAJ	

Renewal Requirements

Renewal Code	Renewal Description	Additional Description
R30	To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.	

Employment Restrictions

No Records