Allowed online enrollments – CERTIFICATED, ESP and CCA – [www.CTA.org/Join]

- Individuals moving districts who already have a profile in Falcon.
- New individuals who do not have a profile in CTA’s Association Management System (Falcon).
- Individuals coming back to CTA after a break and already have a profile in Falcon.
- Non-Members and student members who already have a profile Falcon.

Individuals will be asked to confirm eligibility and provide the following information to enroll online:

- Personal email, contact data and demographic information.
- Name of their employer/district from a selection list and their category of employment (full time, part time, etc.)

What to expect for the online enrollment process:

- An easy, web-based form to complete and submit entirely online.
- If the individual has a profile in Falcon, they will have the ability to update the information CTA has on file.
- An acknowledgement and confirmation of the terms & conditions of membership and an electronic signature.
- Upon completion, an email confirmation and welcome, including a temporary membership card will be sent to the member the following day.
- Local leaders will receive a list of online enrollments weekly to share with the district payroll office.

FAQs:

- **Q:** Do I still need to complete a paper enrollment after filling out the online form?  
  **No,** there is no need to complete a separate paper enrollment form. The membership is automatically saved once the member accepts CTA’s terms & conditions, enters their electronic signature, and clicks ‘Enroll’.

- **Q:** Paper enrollments have a member copy they can keep for their records when they enroll. How can members get a copy of their online enrollment?  
  After enrolling online, new members will receive an email confirmation of their enrollment within 24 hours. This confirmation will provide each member with a link to their completed enrollment form, that they can view or print for their records.

- **Q:** Should we now direct everyone to the online enrollment form?  
  The online enrollment form is an additional way for members to enroll with CTA. Depending on the individual’s preference, the paper form and the ability to sign up with face-to-face contact on the CTA 360 mobile app is still available.

- **Q:** How does the district know to initiate payroll deductions once a new member completes their online enrollment?  
  On a weekly basis, the CTA Membership Department will provide to the Chapter President and CTA staff person via email, a list of new members who completed the online enrollment form the previous week. Forward this information to the district payroll office in a timely manner, so monthly payroll deductions can begin.

- **Q:** I provided a list of new members who enrolled online to my district payroll office, but they are asking for a copy of a signed paper enrollment form before they initiate deductions. What do I do?  
  Per Senate Bill (SB) 866, the employer must accept the information provided by the union on dues deductions for employees. However, if you wish to accommodate the district’s request, a hyperlink to the electronic enrollment forms will be included in a weekly report CTA provides to the Local Chapter.

- **Q:** We have been entering non-members for our local into Falcon. Can they enroll online or is this just for brand new members that we have not entered at all?  
  Non-members as well as brand new individuals can utilize the online enrollment form. If an individual is not found in Falcon, a brand-new profile and new membership will be added. If an individual is found (ie: a current non-member that has been entered into Falcon), they will be able to update their contact information and enroll as a member.

Join CTA now at [Join.CTA.org](https://www.Join.CTA.org)