

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 in 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.