



CERTIFICATED ENROLLMENT

HOW TO JOIN CTA

- **Enrollment Form**
 - Traditional paper form for Certificated, CCA or ESP. This is printed and distributed annually to Locals.
- **Fillable PDF**
 - Fillable PDF of the current paper enrollment form for Certificated, CCA or ESP. Districts may include in any electronic on-boarding materials to new hires.
- **CTA 360 Mobile App**
 - Certificated and CCA Local leaders, who have face-to-face contact with members, may enroll them directly on the Leader's Mobile App with the member's electronic signature.
- **Join.CTA.Org**
 - Online form available from www.CTA.org for certificated individuals to enroll with CTA.

ONLINE ENROLLMENTS ALLOWED

- **New individuals (not currently found in Falcon)**
 - They will have the ability to create a new Individual Profile and indicate which Local/Employer they work with.
- **Individuals coming back to CTA after a break (found in Falcon)**
 - They will have the ability to add a new active membership with their new local/employer to their existing individual profile in Falcon.
- **Individuals moving districts (found in Falcon)**
 - They will have the ability to add a new active membership with their new local/employer to their existing individual profile in Falcon.
- **Current Non-Members (found in Falcon)**
 - They will have the ability to convert their Non-Member status to Active Member in their existing individual profile in Falcon
- **Current Student Members (found in Falcon)**
 - They will have the ability to add a new active membership with their new local/employer to their existing individual profile in Falcon.

OTHER ENROLLMENT TYPES

- **Current Retired Members**

- Not allowed to enroll with a new local/employer online.

- **Current Active Members**

- Not allowed to enroll with their same local/employer online.

- **CCA Members & ESP Members**

- They will have a separate online enrollment form - Coming August 2020.

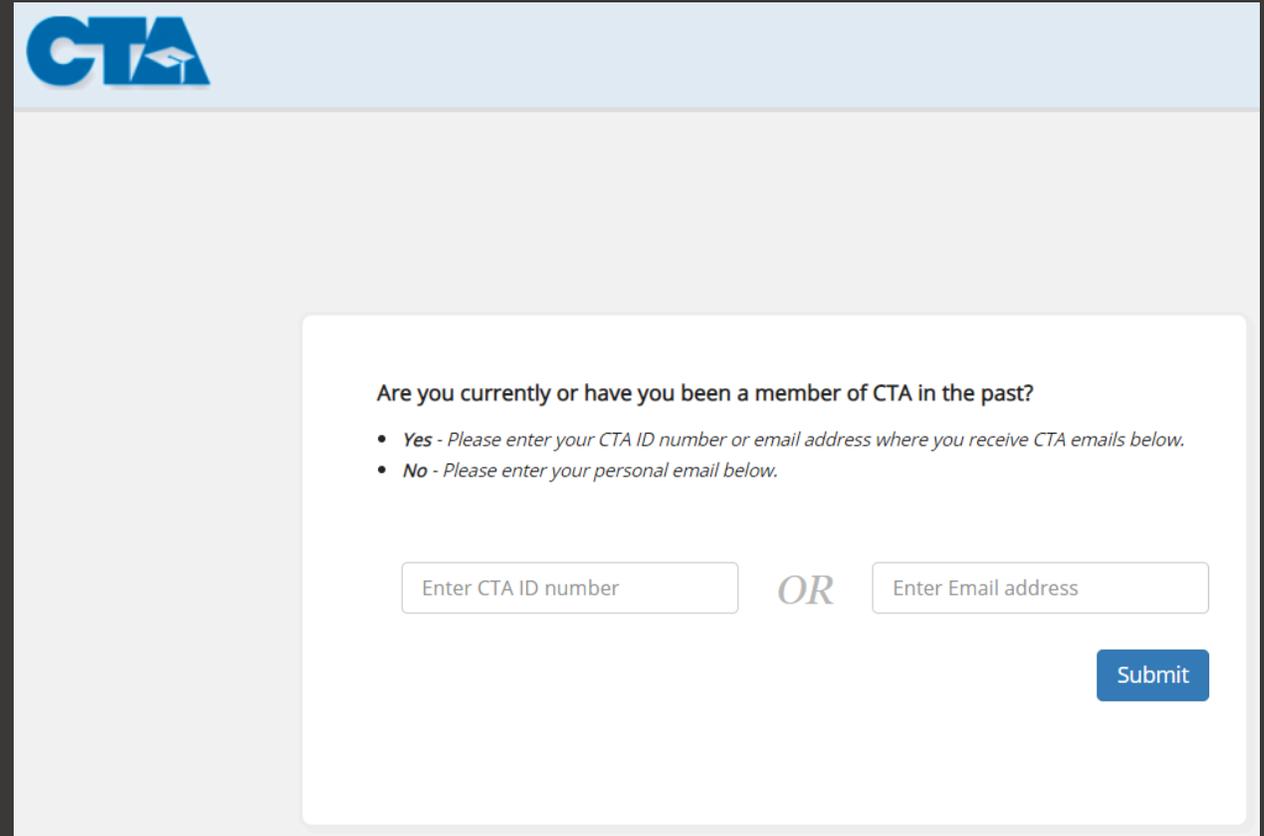
- **Student Members**

- Online enrollment available at www.cta.org/for-educators/meet-cta/studentcta

- **Retired Members**

- Online enrollment available at www.cta.org/for-educators/meet-cta/retired

ONLINE ENROLLMENT INITIAL SEARCH



The screenshot shows a web form with the CTA logo in the top left corner. The form contains a question, two bullet points, two input fields, and a submit button.

CTA

Are you currently or have you been a member of CTA in the past?

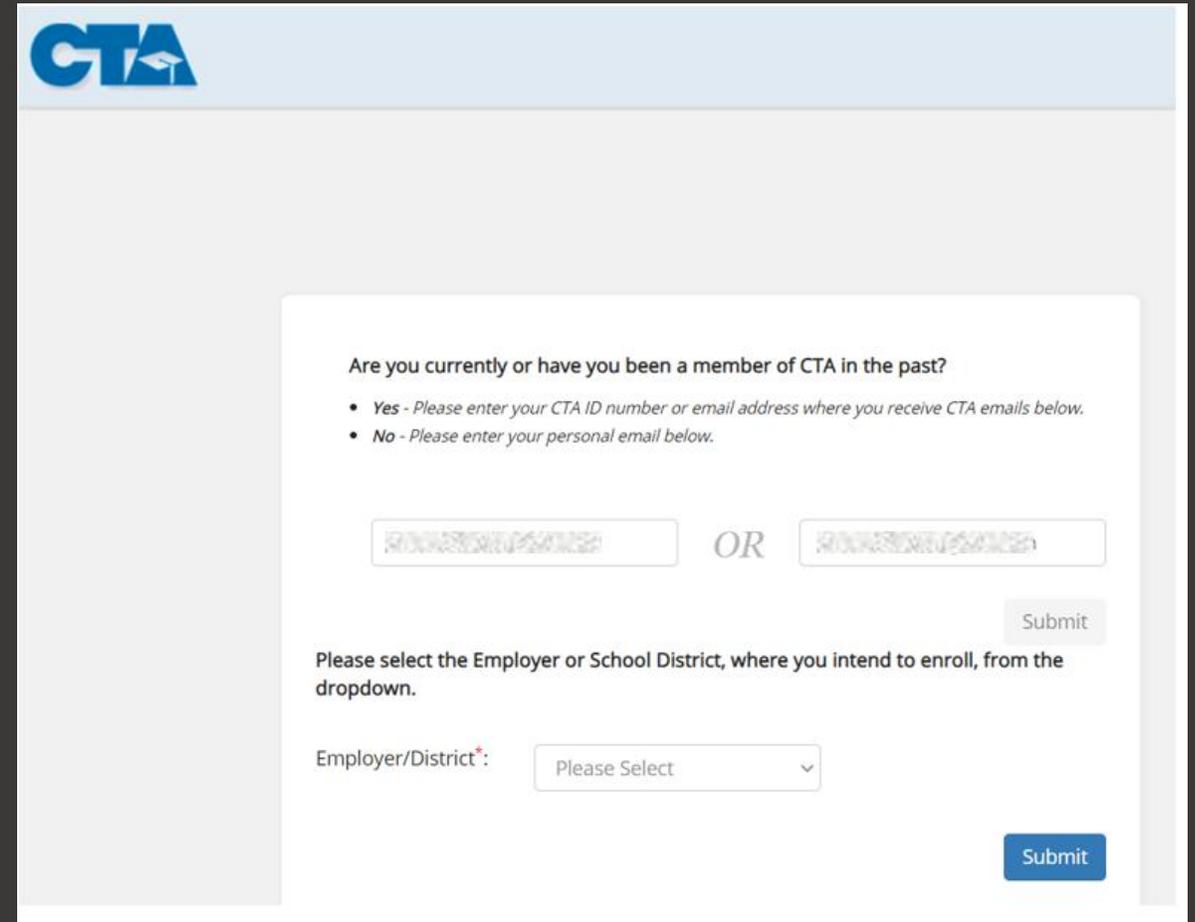
- *Yes - Please enter your CTA ID number or email address where you receive CTA emails below.*
- *No - Please enter your personal email below.*

Enter CTA ID number OR Enter Email address

Submit

Members are asked to enter an EMAIL or CTA ID. This will allow the system to verify their eligibility and to also search the Falcon Database for any existing individual profile.

ONLINE ENROLLMENT EMPLOYER INFORMATION



The screenshot shows the CTA logo in the top left corner. The main content area contains a form with the following elements:

- Question: "Are you currently or have you been a member of CTA in the past?"
- Options:
 - *Yes* - Please enter your CTA ID number or email address where you receive CTA emails below.
 - *No* - Please enter your personal email below.
- Input fields: Two text input boxes, one for "CTA ID number or email address" and one for "personal email", separated by the word "OR".
- Submit button: A light blue "Submit" button.
- Instruction: "Please select the Employer or School District, where you intend to enroll, from the dropdown."
- Dropdown menu: A label "Employer/District*" followed by a dropdown menu showing "Please Select".
- Submit button: A dark blue "Submit" button.

If a member is found in the Falcon Database, they will then be asked to select the EMPLOYER they wish to enroll with. This will check their eligibility to enroll with the EMPLOYER selected.

ONLINE ENROLLMENT 3 PAGE FORM

Page 1:
Individual contact
information

 HOME

Tell us who you are

The California Teachers Association strives to protect and promote the well-being of its members. As such, CTA must confirm the eligibility of each individual wishing to enroll as an active member. Please check all the applicable boxes below to determine your eligibility and to proceed with your online enrollment.

- I am employed in public education in California.
- I hold or shall be eligible to hold a baccalaureate or higher degree or the regular teaching, vocational, or technical certificates required by my employment.
- I am eligible for membership under the collective bargaining agreement between the local chapter and my employer.
- I acknowledge my enrollment is conditional upon verification of my employment with the indicated employer/school district.

Cancel Next

Personal Information * Fields are required.

First Name* Middle Name Last Name* Last 4 digits of your SSN

Home Address* Address Line 2

City* State* Zip Code*

Primary Phone* Phone Type* Home Email*

Confirm Email*

Additional Information

Ethnicity Gender Birthdate

Social Media Used : Instagram Pinterest Facebook Twitter

ONLINE ENROLLMENT 3 PAGE FORM

Page 2: Membership information

CTA HOME

Tell me more, tell me more!

Prior Employer/School District Information (if applicable)

Current Employer/School District Information

Employer/District* Local Association* Work Location

Please Select Please Select Please Select

Membership Information

Member Type: Active Member CTA Membership Category*

Please Select

CTA MEMBERSHIP CATEGORY DESCRIPTION	CTA MEMBERSHIP CATEGORY
If you are an educator who works FULL TIME or more than 60% of a full time assignment. This does NOT include pre-school, head start, child care, adult ed or substitute educators whose salary is less than the minimum K-12 educatory salary.	Please select: CATEGORY 1
If you are an educator who works PART-TIME between 33 1/3% - 50% of a full time assignment.	Please select: CATEGORY 2A
If you are an educator who works PART-TIME between 51% - 60% of a full time assignment. This includes pre-school, head start, child care, adult ed or substitute educators whose salary is less than the minimum K-12 educatory salary.	Please select: CATEGORY 2B
If you are an educator or substitute educator who works PART-TIME or 25% or less of a full time assignment.	Please select: CATEGORY 3A
If you are an educator who works PART-TIME between 25% - 33 1/3% of a full time assignment.	Please select: CATEGORY 3B
If you are an educator who works PART-TIME or HOURLY in Adult Ed or a Community College.	Please select: CATEGORY 4

CTA Voluntary Contribution

All CTA dues include a \$20 voluntary contribution per year to help fund CTA advocacy efforts and fund the CTA Foundation for Teaching and Learning, which provides scholarships to members and supports teacher-led efforts to improve public schools. To opt out of the voluntary contribution, complete the Voluntary Contribution Change Form. Forms are available at www.cta.org/contribution, from your local membership contact or via email at membership@cta.org.

[CTA/ABC & Independent Expenditures Allocation \(optional\)](#)

Designated portions of CTA dues are allocated to the Association for Better Citizenship (CTA/ABC) and to Independent Expenditures (IE) through which CTA provides financial support for education-related issues (CTA/ABC) and CTA endorsed bipartisan candidates for local and state offices (CTA/ABC and IE).

Please indicate if you choose not to allocate a portion of your dues to the CTA/ABC and the IE account and want all your dues to remain in the general fund.

ONLINE ENROLLMENT 3 PAGE FORM

Page 3:
Confirmation and
signature



WAIT! One last step!

Confirmation

Name: Star Spangled

Member Type: Active Member

Address: 1705 Murchison Dr Burlingame, CA 94010-4504

Employer/District: ACALANES UNION HIGH (Lafayette)

Email: worldtravlr20@gmail.com

Local: ACALANES EDUC ASSN

Phone: (650) 555-0000

CTA Category: Category 1

Membership, Dues Payment and Dues Deduction Authorization

CTA Terms and Conditions of Membership

YES, I want to join with my fellow employees and be a committed member of the Local Association, the California Teachers Association (CTA), and the National Education Association (NEA). I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations, as they may be amended from time to time. I support the Local Association in its role as my exclusive representative in

I agree with the terms and conditions*

Type full name
(which constitutes a signature)*

Cancel

Back

Enroll



ONLINE ENROLLMENT CONFIRMATION

Member will receive an
on-screen confirmation

Thank you for submitting your online enrollment.

CTA will be notified of this enrollment and once received, your identified Local and Employer will be notified to begin monthly dues deductions.

You will be receiving an email confirmation for your records.

ONCE ENROLLMENT IS COMPLETE

Member will receive a “Welcome to CTA” email within 24 hours, which includes:

- Welcome message
- CTA Terms & Conditions
- CTA Member Benefits Information
- Link to digital membership enrollment form
- Temporary CTA membership card

CTA CALIFORNIA TEACHERS ASSOCIATION
Welcome to CTA!
New Member Information

JULY 14, 2020

Welcome to CTA! As an Active Member of the California Teachers Association, the National Education Association, and your local chapter, you are now part of one of the strongest advocates for educators in the country.

As a CTA member, you have at your fingertips access to a variety of benefits and programs to enhance your life and your career. To learn about the benefits for members, click [here](#).

Below you will find a temporary membership card to make use of the many member benefits available to you. Your physical membership card will be delivered to you shortly.

Please contact your Local Association if you have any questions or concerns regarding your CTA/NEA Membership. The contact information for **STAFF TCHRS ASSN** is

Local President	MINNIE MOUSE
Membership Contact	DONALD DUCK
Local Address	1705 MURCHISON DRIVE BURLINGAME CA 94010
Local Phone	(650) 555-1111

We'd also like to provide you a digital copy of [your membership enrollment form](#), which you recently completed electronically. Simply click on the link above to view and print your form.

Click [here](#) for your copy of the Terms & Conditions for your CTA/NEA Membership. Please retain this email along with the accompanying hyperlink attachments for your records.

We are excited that you are committed in joining us as we continue to work together to improve the conditions of teaching and learning in California.

CTA CALIFORNIA TEACHERS ASSOCIATION
NATIONAL EDUCATION ASSOCIATION
NEA
AJRJ
STAFF TCHRS ASSN
ID: 0010449517
TEMPORARY MEMBERSHIP CARD

NOTIFICATION OF ENROLLMENTS

WEEKLY

- CTA's Membership Department will notify the following by email:
 - Local President
 - cc: The Local's PCS

ON DEMAND

- Local Leaders with access to CTA 360Pro may run a transaction report at any time. This report will show transactions for any day, prior to the current date.

[Back to CTA 360Pro](#)

Available Local Reports
Organization : STAFF TCHRS ASSN

CTA Building List All	List of individuals within each work location	
CTA Commitment Tracking	Track and report the progress of local's commitment card campaign efforts.	 
CTA Committee Participants by Local	List of current local leaders within the local	 
CTA Counts by Building - Summary	Total count of individual within each work location	
CTA Counts by Local - Summary	Total count of all individuals within the local	
CTA Current Year and Historical LMRs	List of individuals with a membership to the local at any time within current and historical membership year	 
CTA District Comparison	Results for individuals who current active members and non-members	
CTA Dropped Counts by Local - Summary	Number of members who have terminated or dropped their membership for Local.	 
CTA Dropped Members	List of members who have terminated or dropped their membership status.	 
CTA Engagement Survey Results	Results for individuals who have completed CTA's Member Engagement Survey	 
CTA Ethnic Minority Members	List of all Ethnic Minority individuals within the local	 
CTA FDE and Counts	Calculate the Full Dues Equivalent based on total counts (Enter CTA's category 1 annual dues amount)	
CTA Labels for Members by Work Location Name	Mailing labels of individual within each work location (Avery 5160 labels)	
CTA Mailing Labels - Primary Address	Mailing labels of individual with primary mailing address (Avery 5160 labels)	
CTA Notes Tracking	Notes Tracking of all individuals within the local	 
CTA Simple Roster	Roster of all individuals within the local with contact information	 
CTA Simple Roster Category	Roster of all individuals within the local with contact and membership information	 
CTA Simple Roster Extract	Comprehensive extract of individual contact, demographic and membership information	 
CTA Voluntary Contributions - Detail	List of individuals contributing to any CTA Voluntary Fund	 
CTA Voluntary Contributions - Summary Count	Counts of individuals and total amount being contributed to any CTA Voluntary Fund	 
CTA Voter Roster All Unit and Member Only	Voter roster signature sheets for each work location	
CTA Membership Transactions by Source	CTA Membership Transactions by Source	