Welcome!
Objectives

- Role & Responsibilities
- Available Tools
- Member Engagement Resources
- Membership Processing
- Drop Process
Role & Responsibilities

What is a local membership contact?
Available Tools

CTA PROVIDED MEMBERSHIP TOOLS

Membership Processing Resources Website
https://www.cta.org/membership

CTA 360
Mobile App Database
https://www.cta.org/membership/cta360

CTA 360Pro
Desktop Database
https://www.cta.org/membership/cta360pro
Membership Engagement

Value of Membership

Your Advocate. Your Partner. Your CTA.

Thank you for choosing a career in education. While it’s personally rewarding, it’s also professionally demanding. That’s why NEA, CTA and your local association will provide you the support you need to be great at what you do. Being a member connects you with other educators. Together, we’ve been the most powerful voice for students and public education in California since 1863. And together, we still are. *We do this by:*

- Negotiating fair salaries, health care and other benefits
- Leading student-centered educational improvements
- Supporting your professional practice with conferences, workshops, grants and scholarships
- Improving learning and working conditions
- Enhancing and defending your professional rights
- Providing cost-saving benefits designed just for educators
Member Benefits

- Educators Employment Liability (EEL)
- Group Legal Services (GLS)
- Disability/Life Insurance
- Travel Discounts

Resources

- CTA: CTAMemberBenefits.org
- NEA: neamb.com
Maintaining Members and Membership

- Active Membership required for CTA and affiliate benefits
- Reduced dues options for members on a leave of absence
- Members converted to Non-Member status
  - What to do with a ‘Non- Member – NO DEDUCTION’ list
  - Maintaining the chapter rosters for ‘Non-Member – POTENTIAL’
- Reinstating former Active members with less than 1 year break
Union Recruitment Rights

AB 119

- New hire information (Monthly)
- Full list of bargaining unit members (Every 4 Months)
- Access to new employee orientations

SB 866

- Locals communicate union participation directly to districts
- Members cannot drop membership at district office
Membership Processing

- Online Enrollment
- Membership Enrollment Forms
- Timeline
- Membership Cards & Update Roster
- Membership Types
Together, Our Voices Create Change

Because we can accomplish more together. Because CTA provides resources and training. Because through collective action we can bring about change for our students, ourselves, and each other.

Whether you’re a veteran educator, preparing to retire, or fresh on the scene, we’re all in it together, united in our commitment to strengthen public education for all students.

https://www.cta.org/JOIN
ONLINE ENROLLMENT

MEMBERSHIP APPLICATION

CHOOSE YOUR ENROLLMENT

CERTIFICATED TK-12 EDUCATORS
Includes TK-12 teachers, counselors, school librarians, nurses and any other non-administrative, certificated educator employed by a California public school district.

COMMUNITY COLLEGE INSTRUCTORS
Includes Instructors and faculty members employed by a California public Community College District.

EDUCATION SUPPORT PROFESSIONALS
Includes paraprofessionals, office staff, bus drivers, maintenance workers, specialists, and other classified, non-certificated Education Support Professionals.
If your employer is San Diego City Unified School District, click here.

If your employer is Los Angeles Unified School District (LAUSD), click here.

If these are not your employers, are you currently or have you ever been a member of CTA? Please enter your CTA ID to check your membership status:

Enter CTA ID number

Submit

Forgot your ID or are you new to CTA? Please enter your personal information below:

Enter Email address

Enter Mobile phone

By entering my mobile number, I consent to receiving text messages from the California Teachers Association.

Submit
**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.

**Personal Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Last 4 digits of your SSN</th>
</tr>
</thead>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Address Line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Phone</th>
<th>Phone Type</th>
<th>Home Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Confirm Email</th>
</tr>
</thead>
</table>

**Additional Information**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Gender</th>
<th>Birthdate</th>
</tr>
</thead>
</table>

- Social Media Used: [ ] Instagram [ ] Pinterest [ ] Facebook [ ] Twitter
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

- 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, childcare, adult ed or substitute educators whose salary is less than the minimum K-12 educational 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, childcare, adult ed or substitute educators whose salary is less than the minimum K-12 educational salary.

- Please select: CATEGORY 2B

- If you are an educator or substitute educator who works PART-TIME or 20% 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 $10 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.
WAIT! One last step!

Confirmation

Name: Star Spangled
Address: 1705 Murchison Dr Burlingame, CA 94010-4504
Email: worldtravlr20@gmail.com
Phone: (650) 555-0000

Member Type: Active Member
Employer/District: ACALANES UNION HIGH
(Lafayette)
Local: ACALANES EDUC ASSN
CTA Category: Category 1

Membership, Dues Payment and Dues Deduction Authorization

CTA Terms and Conditions of Membership

[Form field]

☐ I agree with the terms and conditions*

Type full name
(which constitutes a signature)*
Welcome message within 24 hours
CTA Terms & Conditions
CTA Member Benefits Information
Link to digital membership enrollment form
Temporary CTA membership card
Monday E-mails

Dear Chapter Leader,

The members listed below have been added in your local. These new members enrolled in the last week online or via CTA 360 and we need your help to let your district office know about these new memberships.

Your next steps:

1. Choose one of these options to share this with your district payroll office ASAP:
   a. Forward this email to your district payroll contact with a message indicating to immediately add the members below to the payroll deduction register, or
   b. Print and hand deliver this email (Just like with a traditional paper enrollment form) to the payroll office and ensure they add the individuals to the payroll deduction register

2. Confirm with district payroll that membership dues are deducted immediately from the new members’ pay warrants.

Remember, as a result of SB 866, passed in 2018, you may simply provide the district with a list of new members to begin payroll deductions.

New Members to be Added to Payroll Deduction Register

<table>
<thead>
<tr>
<th>Local Name</th>
<th>Individual ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Start Date</th>
<th>Category</th>
</tr>
</thead>
</table>


Important: Membership forms are only valid with member signature and date
Membership Form Guide

How to Complete the Member Enrollment Form

This How-To Sheet is intended for Chapter Leaders that are assisting new members to complete the enrollment form. Be sure to only use this form, do not use any other enrollment forms.

Personal Information:
- Enter the name and contact information.
- Ensure to include both the legal & civil names.
- Home email is very important to be able to communicate with the member.
- If moving from another site, please provide the name of the former membership to the CTA Membership Office and the former employer’s district to help link previously completed records with any updated information.

CTA/CAE Allocation:
- Allows the member to decide whether to opt-out of participating in the “Professional Development” to support pre-service candidates and issues.

Membership Information:
- Include the full name of the local, employee, and date.
- Include the name of the primary employer.
- Include the full school name.

Teaching Assignment:
- Select the percentage of time worked, one row may contain more than one assignment.
- Include the depiction of the teaching assignment.
- Include the total compensation.

CFA Fund Donation:
- Members are opportunistically encouraged to the CFA Fund (supporting federal candidates that are pre-employment). These total contributions will be deposited in one main bank for the school district.

More Information:
- More about how a member may be contacted via text messaging. Also, details regarding the contribution to the CFA fund.

Complete the Back of the Enrollment Form:
- Demographics: Updated information to help CTA better service members.
- CTA Survey: The survey helps to determine the needs of this new member.
- CTA Has Many Programs and Benefits for Members as a Member Contributing to the CFA Fund.

Four easy ways to return forms to CTA:
- Fax forms to CTA at 650-553-5061
- Mail to CTA, PO Box 4178, Burlingame, CA 94011
- Email to membership@CTA.org
- Drop off forms at your local CTA Office

Visit www.CTAgo.org/Membership for more resources, FAQ’s and training regarding membership enrollment and processing.

ACTIVE MEMBERSHIP CATEGORIES – TEACHING ASSIGNMENT

Those eligible for membership in more than one school district shall be enrolled in their primary place of employment.

<table>
<thead>
<tr>
<th>MEMBERSHIP TYPE</th>
<th>MEMBERSHIP CATEGORY</th>
<th>% OF TIME WORKED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 1</td>
<td>65% – 100%</td>
<td>- Faculty assignment more than 65% or less of a full-time assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 2</td>
<td>40% – 65%</td>
<td>- Faculty assignment more than 40% but not more than 65% of a full-time assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 3A</td>
<td>25% – 40%</td>
<td>- Faculty assignment more than 25% but not more than 40% of a full-time assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 3A</td>
<td>25% or less</td>
<td>- Faculty assignment 25% or less than a normal assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 4</td>
<td>20% – 25%</td>
<td>- Faculty assignment more than 20% but not more than 25% of a normal assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 5</td>
<td>15% – 20%</td>
<td>- Faculty assignment more than 15% but not more than 20% of a normal assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 6A</td>
<td>10% – 15%</td>
<td>- Faculty assignment more than 10% but not more than 15% of a normal assignment.</td>
</tr>
<tr>
<td>ACTIVE PART-TIME</td>
<td>CATEGOR Y 6A</td>
<td>10% or less</td>
<td>- Faculty assignment 10% or less than a normal assignment.</td>
</tr>
</tbody>
</table>

ACTIVE PART-TIME Category 6B: Part-Time/Part-Time
- Employed part-time or hourly in adult education or community college.

ACTIVE PART-TIME Category 6A: Part-Time/Part-Time
- Any person interested in achieving the cause of public education who is not eligible for any other class of membership or who is enrolled in an educational program not covered by any other class of membership.
Membership Cards - Digital

- Can be requested at any time
- Send via e-mail
Membership Cards

Returning member cards will be sent with the October/November issue of the California Educator magazine.

New Member Cards are direct mailed to their home address.
# Membership Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Sent by CTA</th>
<th>Due to CTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Materials Packet</td>
<td>July</td>
<td></td>
</tr>
<tr>
<td>New Year Membership Roster</td>
<td>July</td>
<td>September</td>
</tr>
<tr>
<td>Membership Roster*</td>
<td>November</td>
<td>January</td>
</tr>
<tr>
<td>Membership Roster</td>
<td>March</td>
<td>May</td>
</tr>
<tr>
<td>New year local dues &amp; leadership updates</td>
<td>May</td>
<td>June</td>
</tr>
</tbody>
</table>

*November membership roster affects NEA RA delegate count*

Ongoing: Submit enrollment forms to CTA Membership Dept and District as soon as possible for timely processing
## Membership Roster

### CTA Membership Roster 20XX—20XX

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Address</th>
<th>Status</th>
<th>NEA CAT</th>
<th>CTA CAT</th>
<th>LEA CAT</th>
<th>Dues CAT</th>
<th>CCA Dues</th>
<th>ARD Dues</th>
<th>CCA Dues</th>
<th>Total Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABBOT, ADAGA</td>
<td>123 TESTING AVE</td>
<td>ACTIVE</td>
<td>53% - 100%</td>
<td>8% - 100%</td>
<td>8% - 100%</td>
<td>8% - 100%</td>
<td>$55.55</td>
<td>$55.55</td>
<td>$55.55</td>
<td>$55.55</td>
</tr>
</tbody>
</table>

THE NUMBERS BELOW CORRESPOND WITH THE NUMBERS ON THE SAMPLE ABOVE.

1. Member Name.
2. Contact ID - Member's computer-unique identification number. **DO NOT** mark over this number at any time.
3. Work Location.
4. Member’s home address, City, State and Zip.
5. Telephone number.
6. Member’s primary email.
7. Category.
8. Dues amounts.
# General Membership Categories

<table>
<thead>
<tr>
<th>Membership Status</th>
<th>Membership Category</th>
<th>Description</th>
<th>Dues Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>1, 2A, 2B, 3A, 3B, and 4 (Percentage of FTE)</td>
<td>General Active Membership</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Member</td>
<td>1, 2A, 2B, 3A, 3B, and 4 (Percentage of FTE)</td>
<td>Commitment date on file and submitted a valid drop membership request outside of drop window</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Member</td>
<td>Dropped</td>
<td>Does not have a Commitment Date OR Commitment date on file and submitted a valid drop request within valid drop window</td>
<td>No</td>
</tr>
<tr>
<td>Non-Member</td>
<td>Potential</td>
<td>Newly employed by district</td>
<td>No</td>
</tr>
<tr>
<td>Non-Member</td>
<td>No Deductions</td>
<td>Leave of absence or unknown status with district</td>
<td>No</td>
</tr>
<tr>
<td>Non-Member</td>
<td>Former Fee Payer</td>
<td>Former agency fee payer standing prior to Janus verdict</td>
<td>No</td>
</tr>
</tbody>
</table>
Alternative Memberships

<table>
<thead>
<tr>
<th>Who qualifies?</th>
<th>MISCELLANEOUS</th>
<th>ASSOCIATE</th>
<th>RETIRED</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous members with qualifying reason for continuing membership while on LOA</td>
<td>Anyone ineligible for other levels of membership</td>
<td>Previous members who are retiring or have retired</td>
<td>Anyone enrolled in an accredited California college or university</td>
<td></td>
</tr>
</tbody>
</table>

More Information

- CTA Membership Dept
- CTA Membership Dept
- CTA.org/retired
- CTA.org/scta

**Membership includes:**

- Limited CTA Group Legal Services
- CTA Death & Dismemberment Plan
- Eligibility or uninterrupted coverage for various CTA insurance programs
Drop Process

- Maintenance of Dues
- Commit Date
- Drop Process Procedures
What is the maintenance of dues

A member’s acknowledgement and signed commitment to pay dues as outlined in the terms and conditions

MEMBERSHIP, DUES PAYMENT AND DUES DEDUCTION AUTHORIZATION

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 collective bargaining over wages, hours, and other terms and conditions of employment.

I hereby (1) agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA; and (2) request and authorize my Employer to deduct from my pay in each pay period, and transmit to CTA or its designated agent, a pro rata portion of the annual dues required for membership in the Local, CTA, and NEA, unless I pay dues by check. I fully understand that this agreement requires membership in the three associations is subject to periodic change by the associations’ governing bodies and authorize dues payment on a continuing basis, and regardless of my membership status, unless my obligation to do so ends under one of the circumstances below. This agreement to pay dues continues from year to year, regardless of my membership status, unless: I revoke it by sending written notice via U.S. mail to CTA Member Services, PO. Box 4178, Burlingame, CA 94011, not less than thirty (30) days and not more than sixty (60) days before the annual anniversary date of this agreement; my employment with the Employer ends; or as otherwise required by law.

I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right not to sign this agreement.

Member Signature: ____________________________ Date: ____________________________
Commit Date

The date the member acknowledged and signed the terms & conditions of membership.
Importance of Commit Dates

With a commit date:

- Membership can be dropped at any time
- Dues remain deducted unless valid revocation letter is submitted
- Revocation letters are considered valid only if submitted during valid revocation window period

Without a commit date:

- Membership can be dropped at any time
- Dues can be revoked at any time

Dues Revocation Window Period

60 days prior to the anniversary of member’s commit date - 30 days to request drop

Ex, Signature Date: 9/1/2022
Drop Window: 7/3-8/2/2023
## New Membership Form

**MEMBERSHIP ENROLLMENT FORM**

<table>
<thead>
<tr>
<th>Name</th>
<th>Audrey Adams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 Oak St.</td>
</tr>
<tr>
<td>City</td>
<td>San Francisco</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>94110</td>
</tr>
<tr>
<td>Phone</td>
<td>(415) 555-1212</td>
</tr>
</tbody>
</table>

**MEMBERSHIP INFORMATION**

- **Year of Membership**: 2023
- **Organization**: CTA
- **Employer**: STA

**TEACHING ASSIGNMENT INFORMATION**

- **School**: Stanford Elementary
- **Department**: Math & Science

**MEMBERSHIP DUES INFORMATION**

- **Payment Method**: Check

**MEMBERSHIP AUTHORITATION**

- **Signature**: [Signature]
- **Date**: [Date]

**MEMBER INFORMATION**

- **Employer ID**: 123456
- **Title**: Teacher

## Commitment Card

**MEMBERSHIP COMMITMENT CARD**

**MEMBERSHIP INFORMATION**

- **Local Name**: STA THERAPY ASSN
- **Employer Name**: UNICOMED EMPLOYER # 000000

**MEMBERSHIP AUTHORIZATION**

- **Signature**: [Signature]
- **Date**: [Date]
To drop membership, all members are required to submit a written drop request letter to the local president.

Written membership drop requests **must** include:

- Name
- CTA Membership ID Number (If known)
- Home Address
- Full Name of Local Chapter
- Signed and dated letter of request
What does our local do when a member intends to drop membership?

1. Contact your Primary Contact Staff
2. Check for COMMITMENT DATE
3. Contact the member directly
   - Review value of benefits & benefits at risk
4. If the member still intends to drop after your discussion, collect materials & send to the CTA Membership Department at Burlingame HQ

Local Required Materials
(Send to CTA Membership Dept in Burlingame)

- Drop Request Letter
- Drop Reason
- Verification of Contact
District Letter

Drop Confirmation Letters

May 28, 2019

Dear John,

We have received and processed your request to drop Active membership with the California Teachers Association, National Education Association and your Local Chapter. Your school district has been advised by CTA to ensure any payroll deductions for membership dues are stopped.

This letter confirms your status as a Non-Member and ineligibility for Membership benefits.

We encourage you to reconsider your decision to drop membership. Our effectiveness in bargaining fair and just salaries, benefits, and working conditions is directly related to member support and the power we have in our collective voice. It's our mission to ensure educators have a seat at the table when education policies are made, and at the bargaining table when class sizes, collaboration time and salaries are set. As an Active member of your local association, CTA and NEA, you have a powerful voice in creating the policies that affect your students, your school and your classroom.

Membership means less worrying for you and more action from us. With representation at the bargaining table, liability insurance and so much more, CTA provides advice and professional advocacy on the range of issues you face as an educator: salary, working conditions, legal support, teaching and learning, and planning for your future.

Again, we hope you will reconsider your decision to leave Active membership. On the reverse side is a comparison of benefits for Members and Non-members for you to consider. We've also included a re-enrollment form to reconstitute your membership.

If you have any questions, please contact your local president.

Thank you.

CTA Membership Accounting at membership@cta.org | 415-554-6278 or

To: Certified Payroll
From: Membership Staff CTA Membership Accounting
Date: May 23, 2019
Subject: Dropped Membership

Please note that a valid drop request has been submitted and recognized for the following bargaining unit member(s):

Bargaining Unit Member Name
- John Doe

Accordingly, please discontinue payroll deductions for these members immediately.

Contact us directly at payroll@cta.org | 952-335-2470 or

CTA Membership Accounting at membership@cta.org | 415-554-6278 with any questions.

Member’s Drop Confirmation Letter

Your Advocate. Your Partner. Your CTA.

May 28, 2019

John Doe
20112 ABC Dr.
Brisbane, CA 94005

Dear John,

We have received and processed your request to drop Active membership with the California Teachers Association, National Education Association and your Local Chapter. Your school district has been advised by CTA to ensure any payroll deductions for membership dues are stopped.

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DROP SCENARIOS

- MEMBER WITH NO COMMITMENT DATE
- MEMBER WITH COMMITMENT DATE
- WITHIN THE WINDOW
- OUTSIDE THE WINDOW
Reminders

CTA 360Pro
https://www.cta.org/membership/cta360pro

CTA 360
https://www.cta.org/membership/cta360

CTA Membership Department
https://www.cta.org/membership
Membership@CTA.org
(650) 552-5278

📞 ⌘️
THANK YOU!