

COMMISSION ON TEACHER CREDENTIALING

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: May 8, 2006 06-0008

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D
Executive Director

SUBJECT: On-Line Child Development Teacher, Master Teacher, Site Supervisor, and Director Permits Renewals on the Web

The Commission is pleased to announce, effective today, holders of Child Development Teacher, Master Teacher, Site Supervisor, and Director Permits will now be able to renew their permits via the Internet.

The on-line renewal process allows the permit holder to view the specific permit that can be renewed on-line. Documents that are revoked, suspended or not within one year of expiring, are not displayed as renewable documents. Only Visa or MasterCard debit or credit card payments are accepted online.

Credential holders of 30-Day Substitute Emergency Permits, Clear, Professional and Professional Clear credentials have been able to renew their documents via the Internet, since December 2002, as noted in Coded Correspondence 02-0027.

The Commission is able to process on-line renewal applications within five to ten working days.

To renew a permit on-line holders simply:

- Navigate to the Commission's California Teacher Credential Look-up and Renewal web page at <https://teachercred.ctc.ca.gov/teachers/index.jsp>
- Select "Renew Credentials" from the menu bar
- When prompted, input social security number and date of birth.
- Complete the renewal application and bill the application fee of \$57.00 to a Visa or MasterCard debit or credit card.

The applicant will receive an email from the Commission confirming the transaction. Credentials renewed prior to 4:00 p.m. PST are sent to the Commission the same day and the application displays on the Commission's website the following day at approximately 2:00 p.m. PST.

The processed permit and document number will be displayed on the web approximately two working days later.

If you have further questions, please contact the Information Services Unit toll free at (888) 921-2682 between 1 p.m. to 4:45 p.m., weekdays or by e-mail at credentials@ctc.ca.gov.