



CODED CORRESPONDENCE

DATE: June 29, 2009	NUMBER: 09-12
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing
SUBJECT: Mandatory Online Renewal of Emergency 30-Day Substitute Teaching Permits	

Summary

Effective October 1, 2009, the Commission will only accept online renewals of Emergency 30-Day Substitute Teaching Permits. Paper applications and processing fees to renew substitute permits received at the Commission on or after October 1, 2009 will be returned with a letter instructing the applicants to renew online.

Key Provisions

The online renewal process requires access to the internet and payment by VISA or MasterCard. A link to the online renewal web page is available in the References section below.

Although most employers encourage individuals to utilize the online renewal system, concerns have been expressed regarding accessibility, security, and access to a VISA or MasterCard. These concerns were eased by the following:

- Teachers can use computers at their district offices or local libraries to access the online renewal system
- Commission web servers are protected by firewall and intrusion detection systems and, therefore, credit card information is secure
- Individuals who do not have a VISA or MasterCard may purchase a VISA or MasterCard gift card from banks, grocery stores and most retailers

Important Date:

October 1, 2009 - Online renewal of Emergency 30-Day Substitute Teaching Permits will be mandatory.

Background:

Plans for automating the credentialing system have been in progress since 2001 and the Commission has been offering the online renewal of credentials and permits since June 2002. The online renewal process is one of the current efficiencies the Commission has developed to help expedite the processing of credential and permit documents. The Commission's automated procedure, Virtual Credential Officer (VCO), can usually complete the renewal process within ten business days.

References:

Online Renewal System - <https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy>

Contact Information:

Contact the Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday from 1:00 pm to 4:45 pm or by e-mail at credentials@ctc.ca.gov.