

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

DATE: December 9, 2002 02-0027

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

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

SUBJECT: On-Line Credential Renewal on the Web

Credential holders of 30-Day Substitute Emergency Permits, Clear, Professional and Professional Clear credentials can now renew these documents via the Internet. This on-line renewal process allows the credential holder to view the specific permit or credential that can be renewed on-line. If a document is revoked, suspended or not within one year of expiring, it will not display as a renewable document. The Commission is able to process on-line renewal applications within five working days, half the time of the current paper application process.

To renew a document on-line a credential holder needs to:

- Navigate to the Commission's web page at www.ctc.ca.gov, select "California Teacher Credential Look-up and Renewal" from the menu bar and then select "Renew Credentials."
- When prompted, input his or her social security number and date of birth.
- Complete the various sections of the renewal process and bill the application fee of \$55.00 to a Visa or MasterCard.

The Commission will send an email confirming the transaction. Credentials renewed prior to 4:00 p.m. PST are sent to the Commission the same day and the application will be displayed on the Commission's website the following day at approximately 2:00 p.m. PST. The processed credential and document number will be displayed on the web approximately two working days later.

The Commission has prepared a flyer that districts and county offices of education may include with credential renewal notices. If you wish to order these flyers, please send an email to CAWorders@ctc.ca.gov.

If you have further questions, please contact the Information Services Unit toll free at (888) 921-2682 between 8 a.m. and 5 p.m., weekdays or by e-mail at credentials@ctc.ca.gov.