

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE DIRECTOR

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

From: Dr. Sam W. Swofford, Executive Director

Subject: Bank Transaction Fee for Online Credential Renewals

At its June 8, 2003 meeting, the California Commission on Teacher Credentialing authorized charging a \$2 Bank Transaction Fee for each credential that is renewed on the Commission's web page. The \$2 fee will be effective on July 1, 2003.

A credit card is required to renew a credential online and the Commission is charged a fee for the processing of each credit card transaction. The \$2 Bank Transaction Fee will recoup the credit card transaction charge. The online credential renewal process became available during June 2002 and during the past year, 17,589 teachers renewed their credentials through the online process.

The link for the online credential renewal program is:

<https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy>

If you have any questions, please contact the Commission's Information Services Unit toll-free at (888) 921-2682 or (916) 445-7254 between 8 a.m. and 5 p.m., weekdays or e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).