STATE OF CALIFORNIA ARNOLD SCHWARZENEGGER, Governor

COMMISSION ON TEACHER CREDENTIALING
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OFFICE OF THE EXECUTIVE DIRECTOR

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

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

Subject: Requiring Clear, Professional and Professional Clear Credential Holders to Renew On-line

At its July/August 2006 meeting, the Commission took action to require clear, professional and professional clear credential holders to renew their credentials online effective January 1, 2007. The online renewal process requires access to the internet and payment by VISA or MasterCard. The online renewal web page is https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy.

Plans for automating the credentialing system have been in progress since 2001. As of June 2002, the Commission has been offering the online renewal of credentials. The online renewal process is one of the current efficiencies the Commission has developed to help expedite the processing of credential documents. The Commission's automated procedure, Virtual Credential Officer (VCO), can usually complete the credential renewal process within ten business days. Currently, nearly 5,000 credentials are renewed online monthly.

Although most employers encourage their teachers to renew online, they expressed concerns about accessibility, security, access to a VISA or MasterCard and dating issues regarding late renewals. These concerns were eased by the following:

- Teachers can use computers at their district offices or local libraries;
- Commission web servers are protected by firewall and intrusion detection systems;
- Individuals who do not have a VISA or MasterCard can purchase a VISA or MasterCard gift card from banks, grocery stores and most retailers;
- The validation of service procedure may be used by employers to cover a lapse in service.

Questions

Should you have questions about the Commission's online renewal process, please call Information Services at 1-888-921-2682 Monday through Friday between 1:00 PM to 4:45 PM or email credentials@ctc.ca.gov