

CREDENTIAL INFORMATION ALERT

DATE: December 1, 2006

NUMBER: 06-13

SUBJECT: Mandatory Online Renewals

This Credential Information Alert is being sent to keep you informed of recent and upcoming changes in the Commission's credential processing policies and procedures.

Coded Correspondence 06-0011, distributed August 11, 2006, explained the Commission's plan to require Clear, Professional and Professional Clear credential holders to renew their documents online beginning 1/1/2007. Child Development and Emergency 30-Day Substitute Permit holders are not required but are encouraged to renew online in order to receive the benefits of a 10 day processing time frame and a reduction of their paperwork.

Teachers have expressed concerns about accessibility, security, access to a VISA or MasterCard and dating issues regarding late renewals. These concerns are addressed with the following answers:

- Teachers may use computers at their home, school district office, or local libraries
- Commission web servers are protected by firewall and intrusion detection systems
- Individuals who do not have VISA or MasterCard may purchase a VISA or MasterCard gift card from banks, grocery stores and most retailers
- The Commission's validation of service procedure can be found in [Coded Correspondence 96-9614](#), and may be used by employers to cover a lapse in service for up to six months. The Validation of Service form and instructions are available on the Credential Information Guide in leaflet [CL-224](#).

The Commission will continue accepting paper applications for individuals adding supplementary subjects, subject matter authorizations, or other subject areas to their multiple or single subject credentials.

To assist teachers with the online transition, the Commission recommends the following:

- Include a reminder with paychecks and renewal notices
- Place an article in the weekly/monthly newsletters or other publications
- Place a poster in the teachers' lounge

The 41-4 and 41-REN application forms will be revised to include check box indicators for Subject Matter and Supplementary Authorizations for ease of identification.

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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