

CTC Online Document Renewals

1. Make sure that the pop up blockers on your computer are set to off for the following website www.ctc.ca.gov.

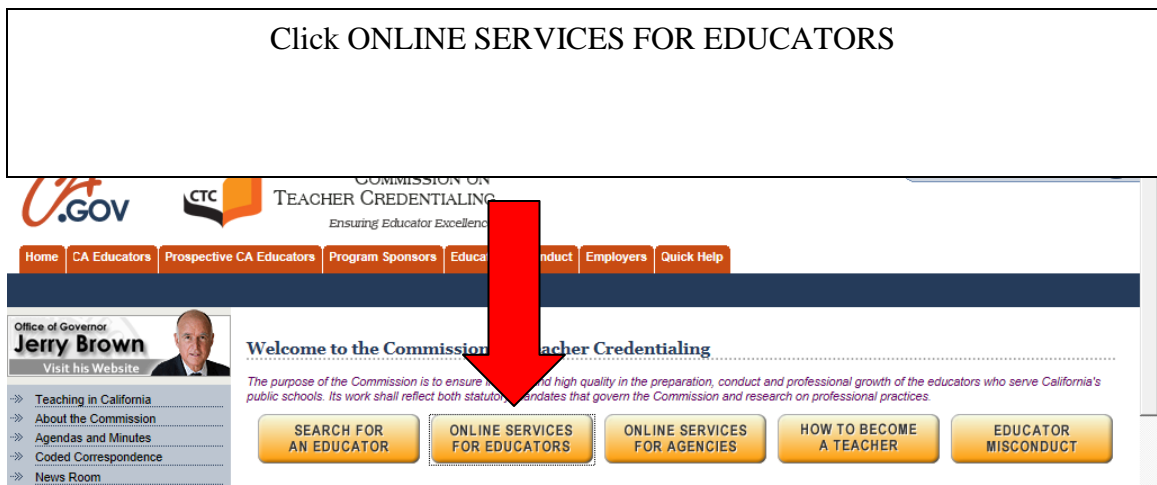
Steps on how to do this for Internet Explorer and Firefox

Internet Explorer: Click Tools, Select Pop Up Blocker, Make sure it is off

Firefox: Click tools, Select options, click exceptions by block pop up windows, type www.ctc.ca.gov, click allow, click close.

You are now ready to go on the CTC website. WWW.CTC.CA.GOV

Click ONLINE SERVICES FOR EDUCATORS



The screenshot shows the CTC website homepage. At the top, there is a navigation bar with links: Home, CA Educators, Prospective CA Educators, Program Sponsors, Educators, Conduct, Employers, and Quick Help. Below this is a banner for the Office of Governor Jerry Brown. The main content area features a welcome message and five buttons: SEARCH FOR AN EDUCATOR, ONLINE SERVICES FOR EDUCATORS, ONLINE SERVICES FOR AGENCIES, HOW TO BECOME A TEACHER, and EDUCATOR MISCONDUCT. A large red arrow points to the 'ONLINE SERVICES FOR EDUCATORS' button.

Click on the light yellow box.



The screenshot shows the 'WELCOME TO THE NEW CTC ONLINE!' page. The page contains a welcome message and a list of functions available to educators. A red arrow points to a light yellow box at the bottom of the page that contains the following text: [Click Here for the Educator Page to check your application status or complete applications for Renewals, Recommendations, and Direct Web applications or modify your personal profile](#)

Renewals

Use the educator page to renew your existing credential(s) or permit. A renewal email notification will be sent six months prior to the expiration of a document.

Enter Social Security and Date of Birth Click OK



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[Home](#) | [FAQ](#) | [Glossary](#) |

[Agency User](#) [Search](#) [Educator Page](#)

You are about to enter a secure area of this web site. Please enter your Social Security Number (SSN) and Date of Birth (DOB).

* = Required Field

Social Security Number (#####)*:

Date of Birth (MM/DD/YYYY)*:

Personal Information

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by email of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

You are required to provide a SSN or federal tax identification number on your application pursuant to 42 U.S.C. § 666 and California Family Code § 17520. If not furnished, your application may be denied, delayed, or returned for completion.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorizes this work. If not furnished, your application may be denied, delayed, or returned for completion.

You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230, the Commission may disclose to past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through these agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811, (888) 921-2682, is responsible for the maintenance of this information.

2

1

Click Edit if you need to change Last name, First Name, middle Name, E-mail, Work Phone, or Home Phone. Click new if there is a new address. If everything is correct click NEXT

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Home | FAQ | Glossary

Agency User Search Educator Page

Edit * = Required Field

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: [Text Box] First Name: [Text Box] Middle Name: [Text Box] E-mail: [Text Box] Work Phone: [Text Box] Home Phone: [Text Box]

Last Known County of Employment: [Text Box] Fingerprint Process Complete: Y

Note: Please verify County of Employment is current. If your Document(s) do not display as Renewable, please view the [Renewing Your Document Information](#) and/or the [Fingerprint Information](#) on our website.

New

Address Line 1: [Text Box] Address Line 2: [Text Box] City: BAKERSFIELD State: CA Province: Country: Zip Code: 93305

Back Next

Go to the renewal section. The document that can be renewed will be highlighted in yellow. Select yes from drop down menu.

Note: When renewing a document that has a base credential you must renew the base credential and then select to renew the other credential. See the page below.

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Home | FAQ | Glossary

Agency User Search Educator Page

Last Name: [Text Box] First Name: [Text Box] Middle Name: [Text Box]

Last Known County of Employment: [Text Box] Adverse and Commission Actions Indicator: Fingerprint Process Complete: Y

Note: Please verify County of Employment is current. Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed. Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website.

Document Application Adverse and Commission Actions

1 - 4 of 8

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
101238394	Administrative Services Credential	Preliminary	Valid	7/2/2010	4/1/2014	7/2/2010		
081126487	Multiple Subject Teaching Credential	Clear	Valid	4/1/2009	4/1/2014	3/29/1994		
040082481	Multiple Subject Teaching Credential	Professional Clear	Valid	4/1/2004	4/1/2009	3/29/1994		
990183270	Multiple Subject Teaching Credential	Professional Clear	Valid	3/29/1999	4/1/2004	3/29/1994		

Recommendations

Complete Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency"

Select	Document Title	Term	Application Status	Issue Date	Return Reason



Renewals

Renew Select "Yes" next to the Document Title and click "Renew"

1 - 1 of 1

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
No	30-Day Substitute Teaching Permit	Emergency	Valid	11/30/1993	6/30/1994	11/30/1993		

Click on renew

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[Home](#) | [FAQ](#) | [Glossary](#)

[Agency User](#) | [Search](#) | [Educator Page](#)

Document | [Application](#) | [Adverse and Commission Actions](#)

1 - 4 of 8

	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
>	101238394	Administrative Services Credential	Preliminary	Valid	7/2/2010	4/1/2014	7/2/2010		
>	081126487	Multiple Subject Teaching Credential	Clear	Valid	4/1/2009	4/1/2014	3/29/1994		
>	040082481	Multiple Subject Teaching Credential	Professional Clear	Valid	4/1/2004	4/1/2009	3/29/1994		
>	990183270	Multiple Subject Teaching Credential	Professional Clear	Valid	3/29/1999	4/1/2004	3/29/1994		

Recommendations

[Complete](#) | [Return Application to Authorized Agency](#) | Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency"

Select	Document Title	Term	Application Status	Issue Date	Return Reason
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Renewals

[Renew](#) | Select "Yes" next to the Document Title and click "Renew"

1 - 1 of 1

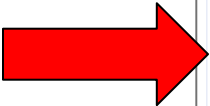
Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
>	Yes	30-Day Substitute Teaching Permit	Emergency	Valid	11/30/1993	6/30/1994	11/30/1993	

Web Applications

[Create New](#) | [Complete](#) | Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

No Records

Select	Document Title	Application Status
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Renewing Credential with Base Credential

Renewing a document that requires a base credential will require that the base credential is selected and renewed also. Click on base credential. In this case it is a PPS credential. Select yes on the dropdown menu. Click and highlight next document to be renewed this case is an Administrative credential. Click Yes. Click on the drop down arrow next to the issuance date of documents to pick base credential. A pop up window will appear. Choose appropriate base credential. Click ok. Click Renew.

The screenshot shows a web application interface for managing credentials. A table lists documents with columns for Document Number, Document Title, Term, Status, Date, Issuance Date, and Pick base Credential. A pop-up window is open over the table, and several red arrows with numbered boxes (1-4) point to specific elements: 1 points to the 'Renew' button, 2 points to the 'Yes' dropdown, 3 points to the 'Pick base Credential' dropdown, and 4 points to the 'OK' button in the pop-up window. A callout box points to the pop-up window with the text 'This is the Pop up window'. Another callout box points to the 'Pick base Credential' dropdown with the text 'Base Credential drop down'.

Document Number	Document Title	Term	Status	Date	Issuance Date	Pick base Credential	
>	No	30-Day Substitute Teaching Credential	Emergency	Valid	8/19/1987	6/30/1988	8/19/1987
>	Yes	Pupil Personnel Services Credential	Clear	Valid	12/1/2007	12/1/2012	11/23/1987
>	Yes	Administrative Services Credential	Clear	Valid	1/6/2009	12/1/2012	7/1/2007

Web Applications

Create New Complete Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue. No Records

Select Document Title Application Status

Start CTC Online - Windows... Google - Windows Inte... Base - Windows Inter... Online Document Rene... 7:45 AM

Professional Fitness Questions

Scroll to the bottom click on drop down menu select yes. Click on NEXT.

9. Aside from information that may be shown below, have you ever had any professional or vocational (not teaching or educational) license:

- revoked
- and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause; in California or any other state or place?

10. Aside from information that may be shown below, have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, license, or other document authorizing public school service or teaching:

- denied;
- and/or rejected for cause; in California or any other state or place?

If you will answer "yes" to any question, you should first download the "Instructions for Completing Online Professional Fitness Questions" [here](#). You will need your records to answer detailed questions and you must send your records to the Commission.

Warning: Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.

If you have any questions, you can contact the Commission anytime by email CTC-PFQquestion@ctc.ca.gov or leave a voice mail message at 916-445-0243.

Do you understand:

- The Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your credential if you do not disclose required information and;
- that you will later declare under penalty of perjury that the information you give is true and correct?

Select "yes" or "no":

Only "yes" allows you to proceed.

Answer all Professional Fitness Questions by selecting Yes or No. Click NEXT. There are ten questions.

Question 1:

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name:
First Name:
Middle Name:

Last Known County of Employment:
Adverse and Commission Actions Indicator:
Fingerprint Process Complete:

Note: Please verify County of Employment is current.
Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.

Question 1 - Verification of Good Standing

Aside from information that may be shown below, have you ever held any credential or license authorizing service in the public schools in **another state**?

Yes/No*:

Complete the information requested. Click the I agree box then click the Click here box. Click on submit payment. Common mistake: COUNTRY is USA. Therefore if an error occurs after this page check that area. Most people tend to enter their county not country.

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Home | FAQ | Glossary |

Agency User Search Educator Page

1. Read the Oath and Affidavit section below.
2. Enter the City, County (if applicable), State, County.
3. Indicate your agreement by selecting the box next to the Oath and Affidavit statement.
4. If an Online Direct Application Cover Sheet and checklist are required and not received within 30 calendar days, your application and fee will no longer be valid.

Click [here](#) to view the Online Direct Application checklists.

Oath and Affidavit

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

* = Required Field

Date: 05/31/2012

City*:

County*:

State/Province/Region:

Country*:



I Agree*:

I understand fees are nonrefundable and earned upon receipt.

Click here*:

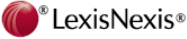

Back Cancel Submit Payment

Click Continue

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Below is a confirmation of your order. Please review your order and select 'Continue' to proceed to the billing screen.

Product Name	Description	Amount Owed
CTC Document	30-Day Substitute Teaching Permit	\$57.00
Total		\$57.00

Enter Information-Click Continue

Total Amount: \$57.00

Billing Address

Address Type:

- Domestic (US and Puerto Rico)
- Military (APO/FPO)
- International (including Canada, Mexico)

Cardholder First Name: *

Cardholder Last Name: *

Zip Code: *

Address: *

Address Continued:

City: *

State: *

Email Address: *

Phone: * (999-999-9999)

