



Online Services for Educators

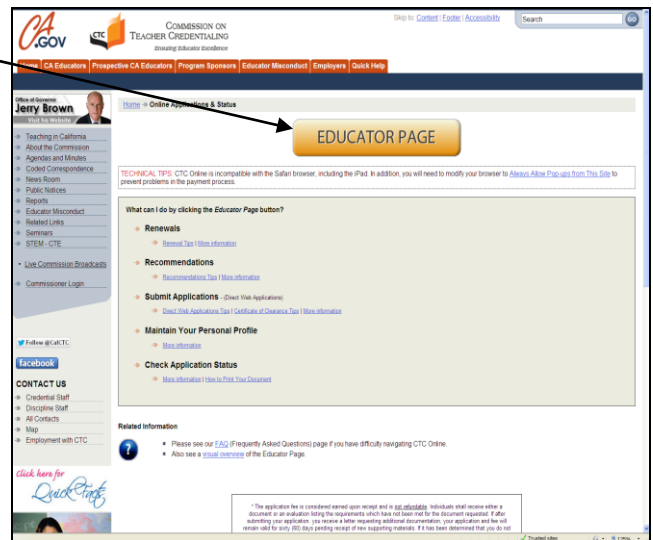
Quick tips-How to Renew/Reissue Your Documents

Important: Before beginning the application process, be sure set your web browser to “Always accept pop-ups” from the Commission’s websites www.ctc.ca.gov and www.educator.ctc.ca.gov.

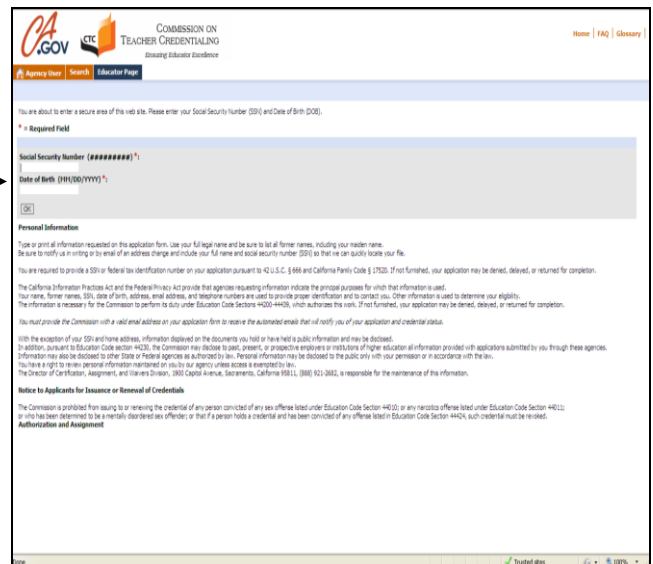
1. From the Commission’s Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button



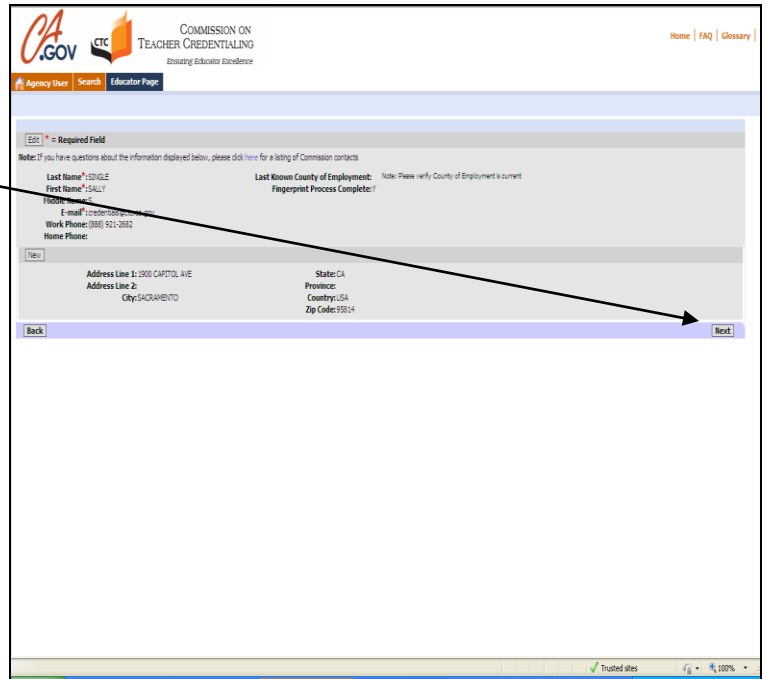
2. Select the **Educator Page** button.



3. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.



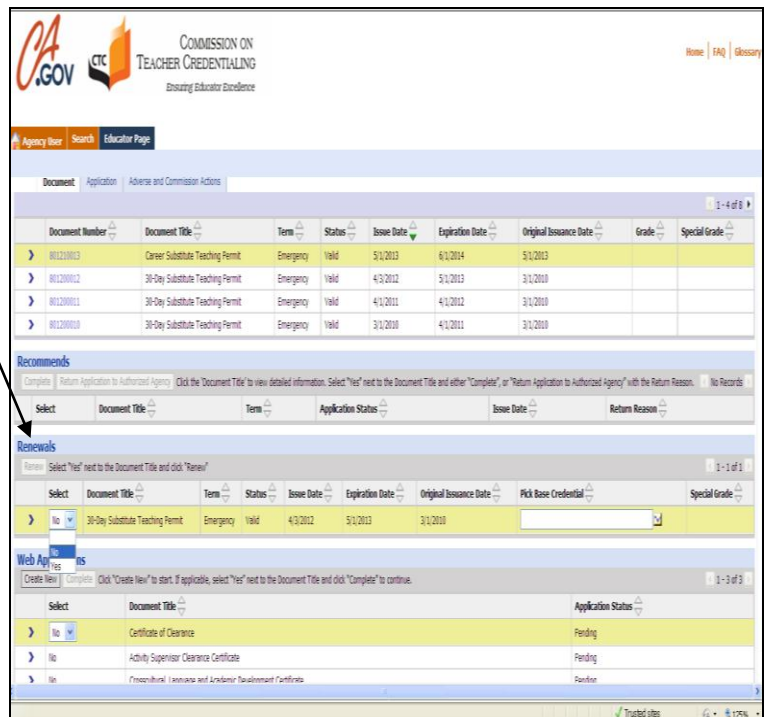
- Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.



- Your personal Educator Page provides a view of your document history. Under the heading “Renewals/Reissuances,” documents currently eligible for renewal will appear.

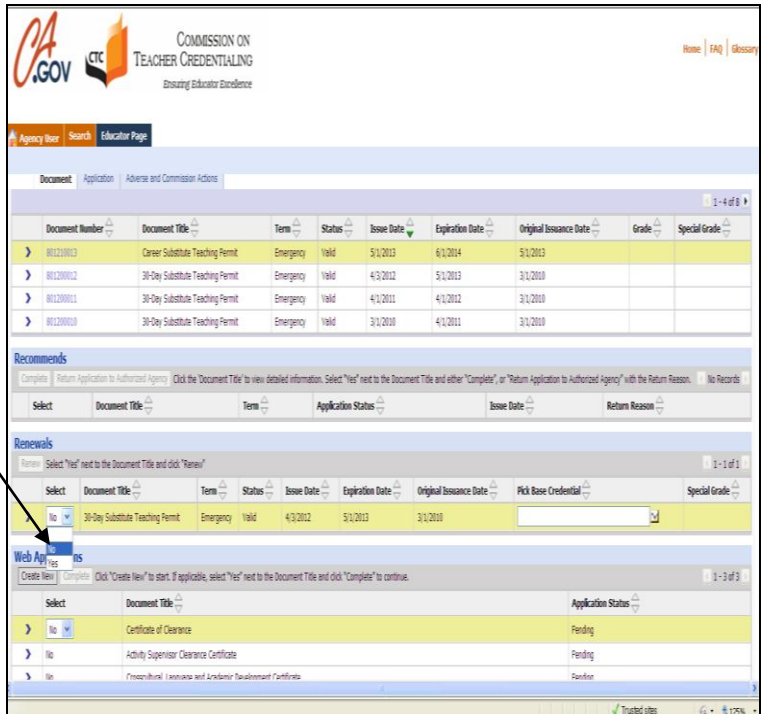
NOTE: If you hold a document eligible for renewal that does not appear under the Renewals heading, please contact the Commission promptly for assistance.

DO NOT SUBMIT A NEW WEB APPLICATION TO RENEW AN EXISTING DOCUMENT! This will only cause unnecessary delays in receiving your new document.

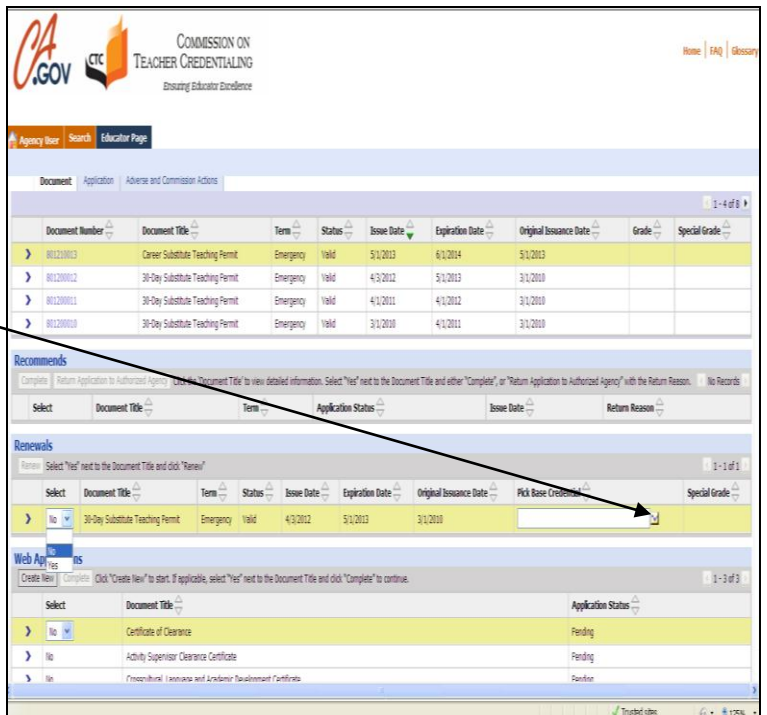


- Under the heading “**Renewals/Reissuances**,” if more than one document is eligible for renewal, click the small blue arrow on the left to highlight the row of the document you wish to renew. Then click on the drop down and select “Yes.”

If you are selecting an additional document for renewal that is dependent on your basic credential, see step 7; if it is not a dependent document, go directly to step 9.

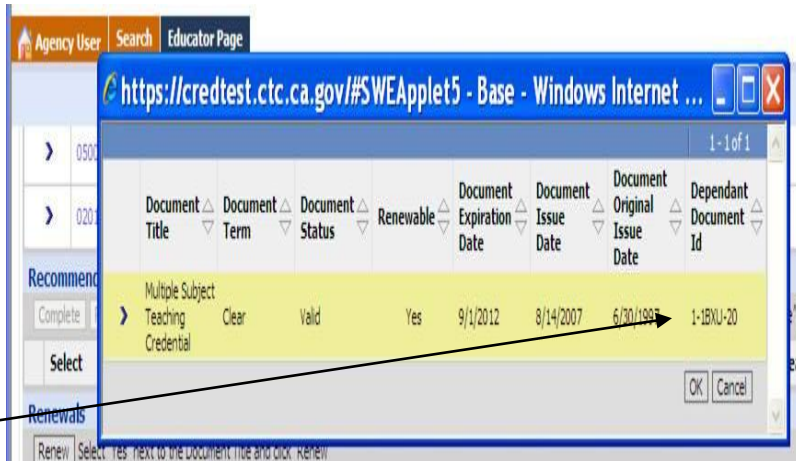


- (Dependent documents only)** When renewing a dependent document, you will be required to identify your basic credential. Use the pick applet here to choose your basic credential from the list.



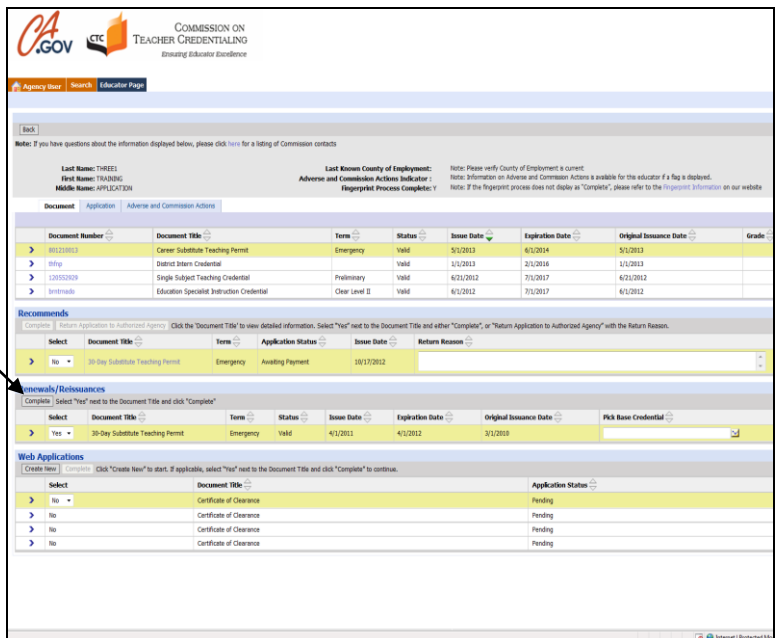
8. **(Dependent documents only [cont.]**

A pop up window should display showing which documents are eligible to be a basic. If more than one document is eligible to serve as the basic credential, click on the small blue arrow at the left of the row to select the one with the latest expiration date.



Select OK to populate the “pick base credential” field. You should now be able to continue the renewal process.

9. Click on the “Complete” button.



10. Read the Disclosure page for the Professional Fitness questions and answer “Yes” to continue to the next page.

6. Aside from information that may be shown below, are any criminal charges currently pending against you?

7. Aside from information that may be shown below, is any disciplinary action now pending against you in any school district or with any other school employer?

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

- in California
- 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?

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

- in California
- 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:

- in California
- 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 a violation 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.ITP@question.ctc.ca.gov or leave a voice mail message at 832-445-0200.

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;
- What you will later declare under penalty of perjury that the information you give is true and correct?

Select "yes" or "no": Yes No

Only "Yes" allows you to proceed.

11. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#).

Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

Document Title	Document Title Code	Amount
Certificate of Clearance	CCC	\$37
Total Amount Due:		\$37

All PFQs

Click on the Back button to review the question(s) or to enter your response(s). No Records

Date Checked	Type	Date of Incident	Detailed Description	Action Taken
No records found.				

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

Before you proceed to payment, you must certify (or declare) that all the foregoing statements in this application are true and correct.

To do this, you must:

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 checklist.

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.

Professional Fitness

Date (mm/dd/yyyy):

City:

County:

State/Province/Region:

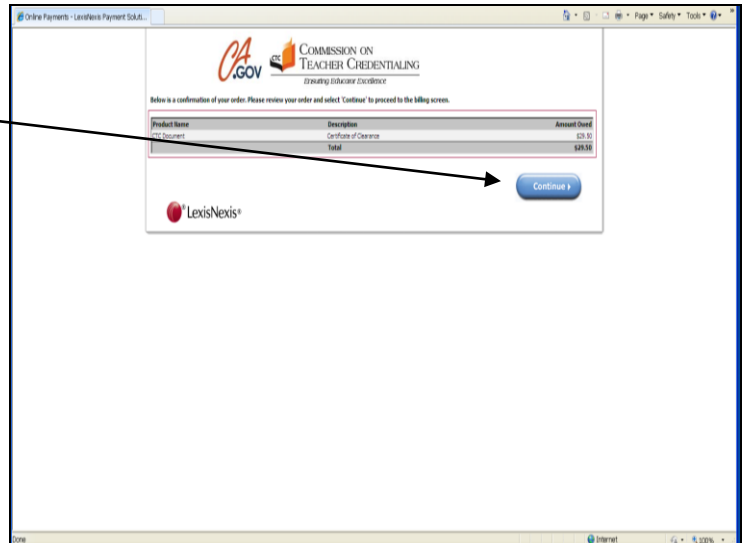
Country:

I Agree:

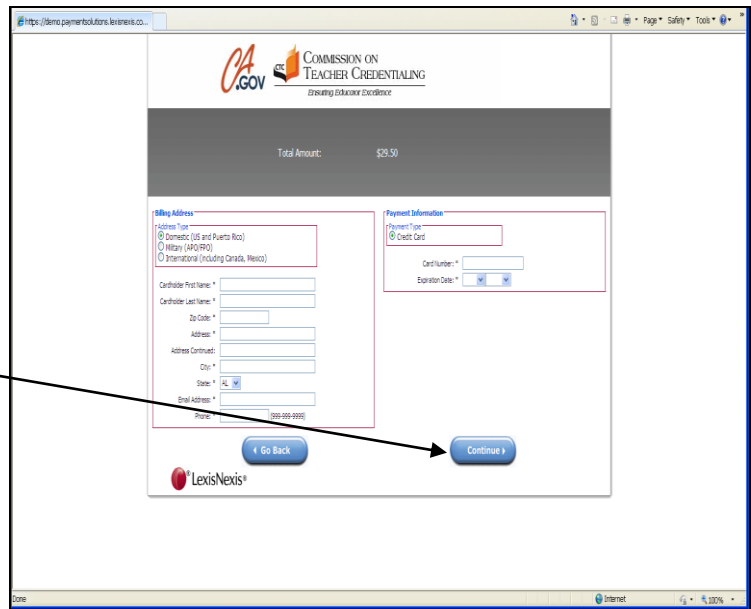
I understand fees are nonrefundable and earned upon receipt.

Click [here](#):

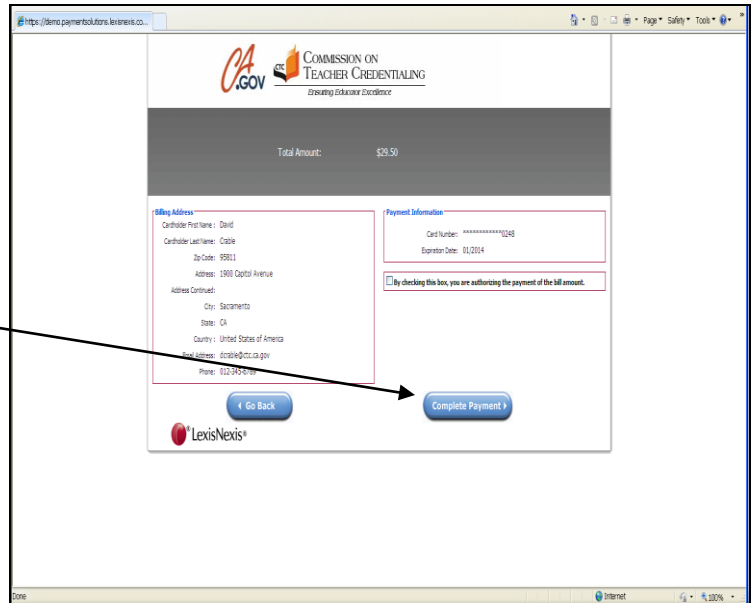
12. The display shows the document applied for and the amount to pay. Click the Continue button.



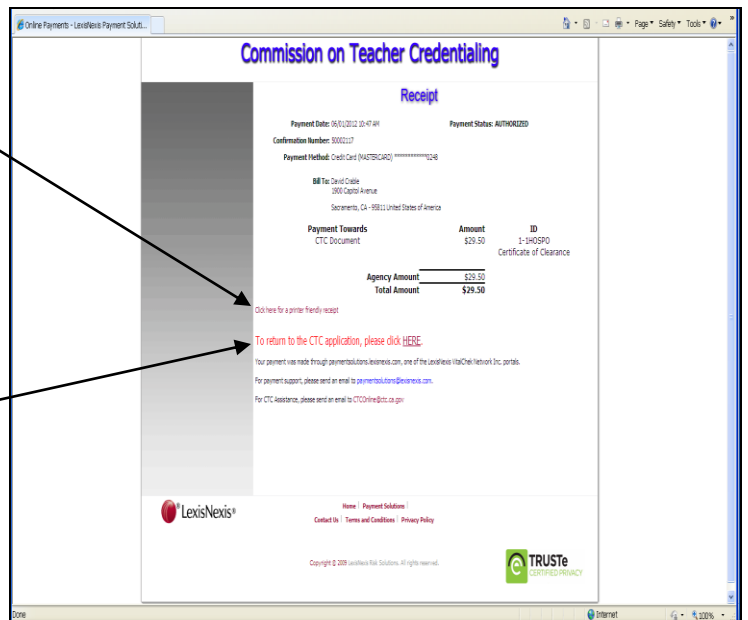
13. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click the Continue button when finished.



- Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once**

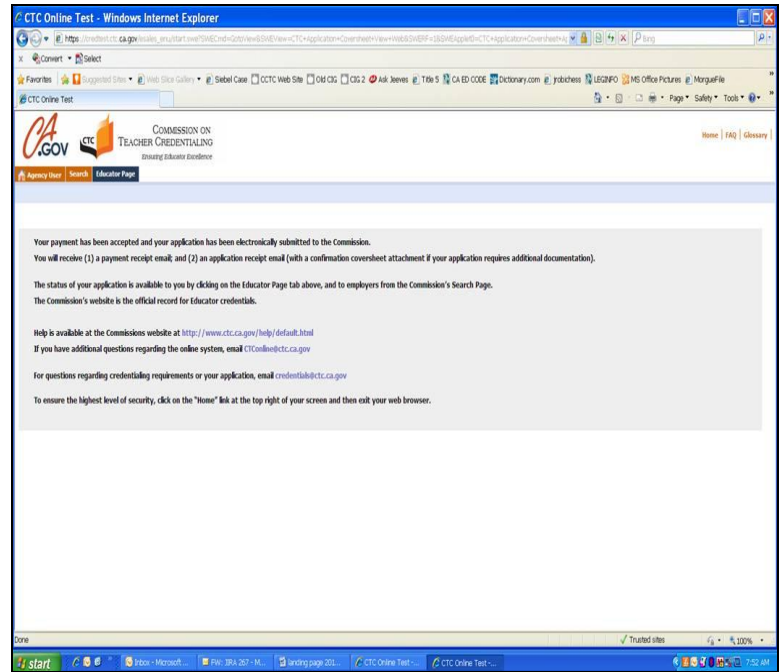


- Use the 1st link provided to obtain a printable receipt for your reference.



- After printing your receipt, you can return to CTC Online with the link "To return to the CTC application, please click here."

17. The final landing page provides directions back to the Educator Page or to log out of CTC Online.



Please note: if you have allowed your credential to lapse for more than 18 months, you will be required to be resubmit your fingerprint information along with your application for reissuance. See [Credential Leaflet CL-271](#) on the Commission's website for further details.