



Online Services for Educators

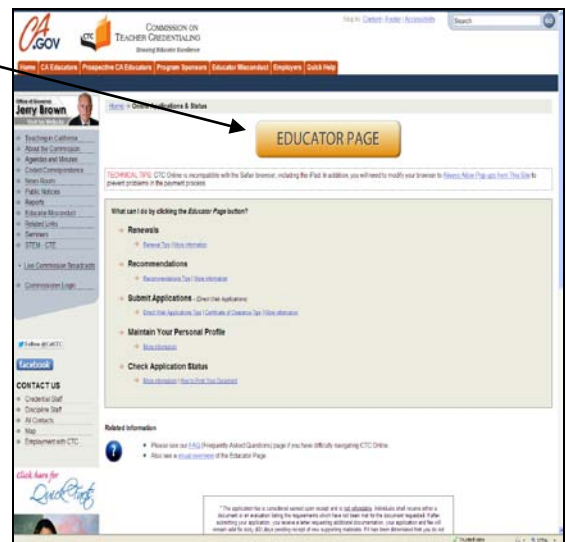
Quick tips-How to Renew Your Documents

Important: Before beginning the application process, be sure set your web browser to “Always accept pop-ups” from the Commission’s website.

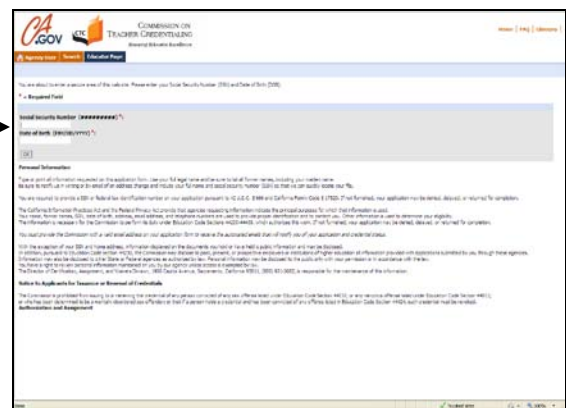
1. From our Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button



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,” documents currently eligible for renewal will appear. Click on the drop down and select “Yes” for the document you wish to renew.

If the document eligible for renewal is a dependent, you will be required to identify the basic credential.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
00220003	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
00220002	30-Day Substitute Teaching Permit	Emergency	Valid	4/9/2012	5/1/2013	3/1/2010		
00220001	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		
00220003	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

6. Click on the “Renew” button.

The screenshot shows the CTC website interface. At the top, there is a navigation bar with 'CA.GOV', 'CTC', and 'COMMISSION ON TEACHER CREDENTIALING' logos, along with the tagline 'Ensuring Educator Excellence'. Below this is a search bar and 'Agency User' link. The main content area features a table of credentials with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. Below the table are sections for 'Recommendations', 'Renewals', and 'Web Applications'. In the 'Renewals' section, there is a 'Renew' button highlighted with a yellow background, and an arrow from the instruction points to it.

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

The screenshot shows the 'Professional Fitness' disclosure page. It contains several numbered questions regarding disciplinary actions, professional conduct, and criminal records. At the bottom of the page, there is a section for 'Select "yes" or "no"', with the 'Yes' button highlighted in yellow. An arrow from the instruction points to this 'Yes' button.

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

CA.GOV COMMISSION ON TEACHER CREDENTIALING
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Date Declared: Type: Date of Expiration: Detailed Description: Action Taken:

Make if you have a question 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, Country.
3. Obtain your agreement by entering the pin 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.

* = Required field

Order ID: 242022

City*

Country*

State/Province/Territory*

Country*

I Agree*

I understand fees are non-refundable and cannot upon receipt.

Click here

Back Cancel Submit Payment

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

Online Payments - Lavalin Payment Screenshot

CA.GOV COMMISSION ON TEACHER CREDENTIALING
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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 Due
Application	Application of Clearance	\$245.00
	Total	\$245.00

LexisNexis®

Continue >

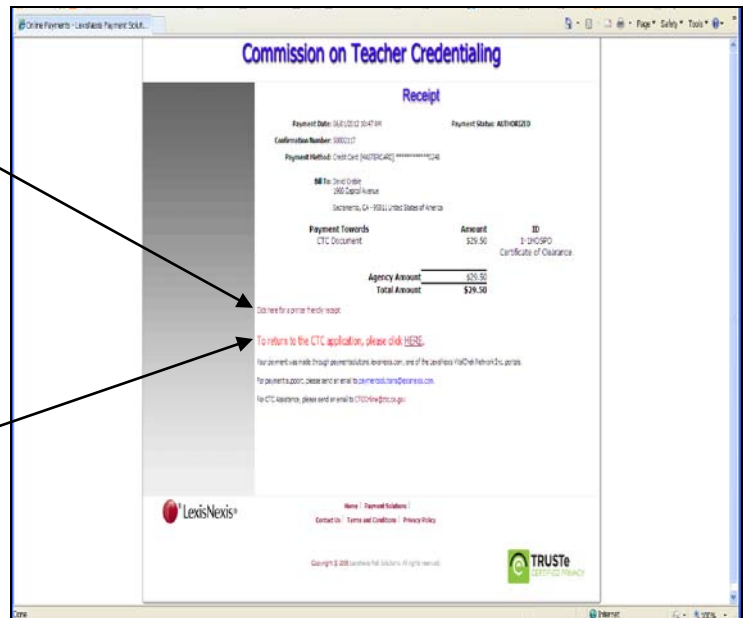
10. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

The screenshot shows a web browser window with the URL <https://www.paymentstolutions.lexisnexis.com>. The page header includes the CA.GOV logo and the text 'COMMISSION ON TEACHER CREDENTIALING' and 'Ensuring Educator Excellence'. Below the header, a grey bar displays 'Total Amount: \$29.50'. The main form is divided into two sections: 'Billing Address' and 'Payment Information'. The 'Billing Address' section has radio buttons for 'Domestic (US and Puerto Rico)', 'Mexico (PAYMEX)', and 'International (including Canada, Mexico)'. Below these are fields for 'Cardholder First Name', 'Cardholder Last Name', 'Zip Code', 'Address', 'City', 'State', 'Email Address', and 'Phone'. The 'Payment Information' section has radio buttons for 'Payment Type' and 'Credit Card'. Below these are fields for 'Card Number', 'Expiration Date', and 'CVV'. At the bottom of the form are two buttons: 'Go Back' and 'Continue'. An arrow points from the text in step 10 to the 'Continue' button.

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

The screenshot shows the same web browser window as above, but with the form fields populated. The 'Billing Address' section has 'Domestic (US and Puerto Rico)' selected. The fields are filled with: 'Cardholder First Name: David', 'Cardholder Last Name: Clark', 'Zip Code: 95833', 'Address: 1800 Quail Avenue', 'City: Sacramento', 'State: CA', 'Country: United States of America', 'Email Address: dclark@ccc.ca.gov', and 'Phone: 916.484.1234'. The 'Payment Information' section has 'Credit Card' selected. The fields are filled with: 'Card Number: **** *1234', 'Expiration Date: 8/2014', and a checkbox labeled 'By checking this box, you are authorizing the payment of the bill amount.' which is checked. At the bottom of the form are two buttons: 'Go Back' and 'Complete Payment'. An arrow points from the text in step 11 to the 'Complete Payment' button.

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



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

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

