

CTC ONLINE RENEWAL DIRECTIONS

Clear credentials, Emergency 30-Day Substitute Permits or Child Development Permits (Teacher level or higher) are renewable online. Most credentials/permits renewed online are processed within 10 business days. Payment is submitted online with the use of a debit/credit card (\$102.65). Your document can be renewed 1 year in advance.

If your previous document has been expired for more than 18 months, you must complete the fingerprint requirement again for CTC.

To renew your document online:

- Connect to the web at www.ctc.ca.gov
- Click on **CTC Online Login** image
- Enter **User ID and Password**, click **Login**
- You will then get a Welcome Back screen, click **Next** in the upper right corner
- On your profile page you can change your personal info if needed (select Add or Change Personal Information, enter information and select Save) and change your address info if needed (select Add or Change Address, enter information and select Save), the Self-Identification section is optional, select **Next**
- Select **Renew Existing Credential**

Select one of the options below to start a new application for licensure. If your charter school, school district, or county has applied on your behalf then select "Employer Recommendation".

 **Renew Existing Credential**

University/Program Recommendation

Employer Recommendation

New Credential Application

COC/ASCC Application

- Click on **"No"** under the document you wish to renew, use the drop-down option to select **"yes"**, click **Complete** button (You can renew more than one at the same time)

(NOTE: If you have a credential that has a base credential tied to that credential, i.e. Administrative Services use the pick applet box on the right of the **Pick Base Credential** box to select your teaching credential – if the box under the **Pick Base Credential** heading does not display, click in the area under the **Pick Base Credential** heading below the "sort/lock" arrows - do not click on the "sort/lock" arrows and select your teaching credential, select **OK** to populate the field. Also note that you can renew both credentials at the same time)

- Read the professional fitness questions information and select **Next**
- Complete all professional fitness questions, select **Next** after each question (NOTE: if you answer "yes" to any of the professional fitness questions, select **Next** & then **New** and enter the required info and then select **Save** and then **Next**)
- Complete the Child Abuse & Neglect Reporting Act, Oath and Affidavit, etc. – select **Complete Submission** to proceed
- Click on **Process Payment**, then the fee will be displayed and select **Continue**
- Pay application fee (make sure that the name and billing address info entered matches exactly with the financial institution) – select **Continue**
- You will be asked one more time to check the box to confirm payment
- Print your receipt or record the confirmation number

If you are having trouble renewing, you may want to change browsers and do not try to renew on a cell phone.

An e-mail will be sent to you once your document is granted (view and print document).

General questions or professional fitness questions: <https://educatortools.ctc.ca.gov/ContactUs>