



Online Services for Educators

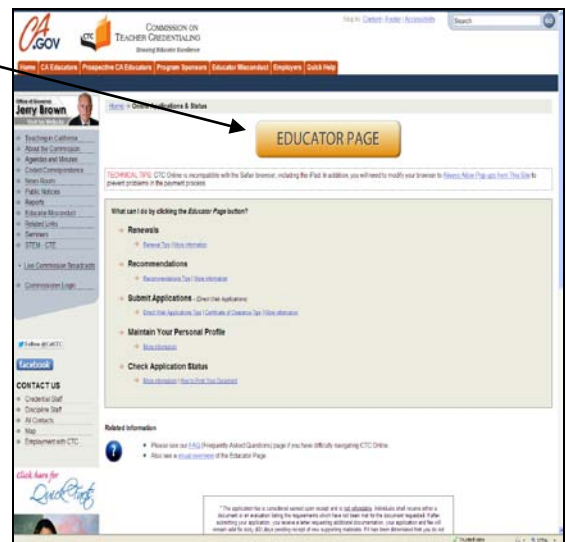
Quick tips-How to Renew Your Documents

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

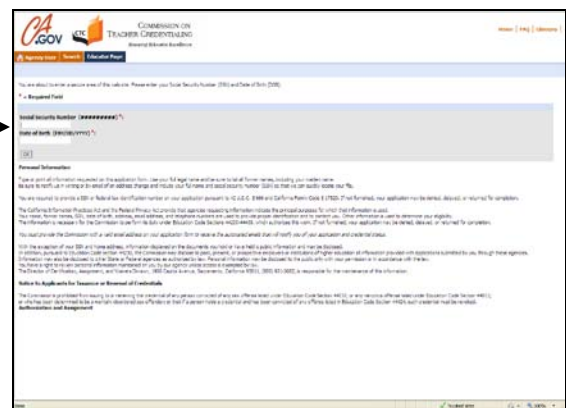
1. From our Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button



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.

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		

Renewals

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	4/9/2012	5/1/2013	3/1/2010		

Web Applications

Select	Document Title	Application Status
Yes	Certificate of Clearance	Pending
No	Adult Supervisor Clearance Certificate	Pending
No	Professional 1000, 1000 and Licensure/Teachment Permits	Pending

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

6. Click on the “Renew” button.

The screenshot shows the CTC website interface. At the top, there is a navigation bar with 'Agency User', 'Search', and 'Educator Page' buttons. Below this is a table of credentials with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. The table lists several 30-Day Substitute Teaching Permits. Below the table, there are sections for 'Recommendations', 'Renewals', and 'Web Applications'. The 'Renewals' section has a 'Renew' button and a table with columns: Select, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Pick Base Credential, and Special Grade. The 'Web Applications' section has a 'Create New' button and a table with columns: Select, Document Title, and Application Status.

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

The screenshot shows a disclosure page on the CTC website. It contains several questions regarding professional fitness, such as: 'Are there any charges currently pending against you?', 'Are there any disciplinary actions pending against you in any school district or military or other school employer?', and 'Are there any disciplinary actions pending against you in any state or other jurisdiction?'. The page includes instructions on how to answer the questions and a 'Next' button at the bottom right.

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

The screenshot shows the 'Oath and Affidavit' section of the Commission on Teacher Credentialing website. It includes a list of steps to follow, a section for entering personal information (City, Country, State/Province/Territory, Country), and a checkbox for 'I Agree'. A red arrow points from the instruction 'Click Proceed to Payment only once!' to the 'Proceed to Payment' button at the bottom right of the form.

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

The screenshot shows the payment summary section of the Commission on Teacher Credentialing website. It displays a table with the following information:

Product Name	Description	Amount Due
Application	Application Fee	\$25.00
	Total	\$25.00

Below the table is a blue 'Continue' button. A red arrow points from the instruction 'Click the Continue button.' to this button.

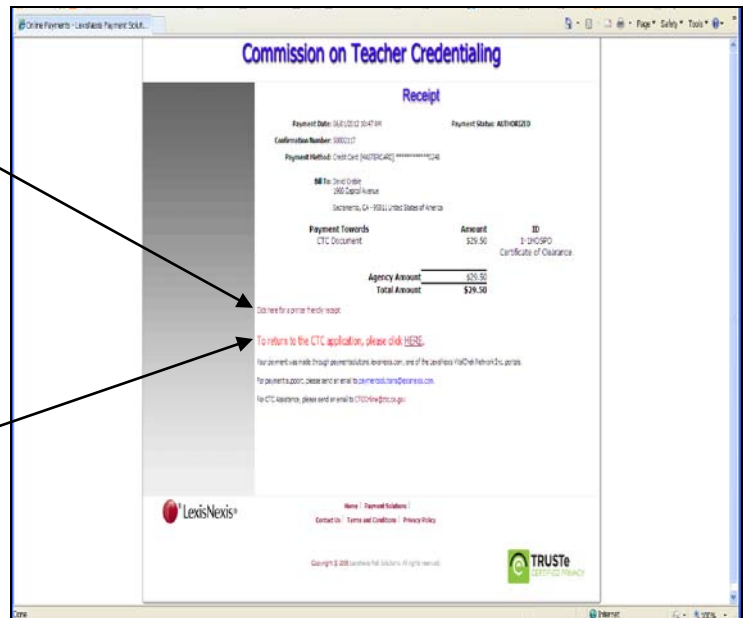
10. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

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)". The "Payment Information" section has radio buttons for "Payment Type" and "Credit Card". At the bottom of the form, there 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 in step 10. The "Billing Address" section is now filled with the following information: Cardholder First Name: David, Cardholder Last Name: Clark, Do Order: 5983, Address: 1800 Quail Avenue, Address Country: CA, State: CA, County: United States of America, Email Address: dclark@ccc.ca.gov, Phone: (916) 485-1234. The "Payment Information" section shows Card Number: *****, Expiration Date: 8/2024, 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, there 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.

