



# Online Services for Educators

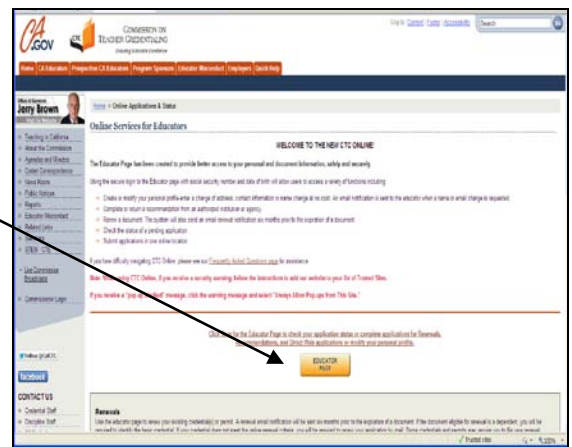
## Quick tips-How to Renew Your Documents

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

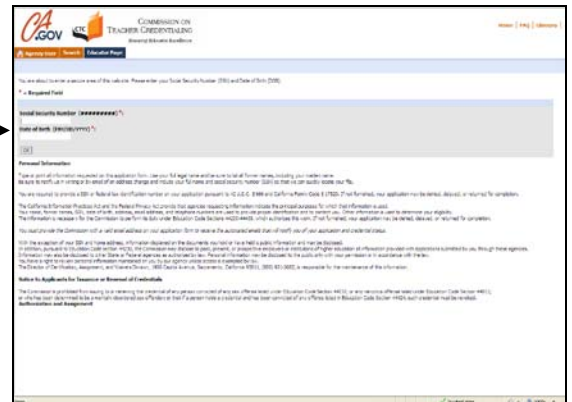
1. From our Home page [www.ctc.ca.gov](http://www.ctc.ca.gov), click the **Online Services for Educators** navigation button



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.

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Agency User Search Educator Page

Required field

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

Last Name: SINGUE Last Known County of Employment: (Note: Please verify County of Employment is correct)  
First Name: SALLI Fingerprint Process Completed?  
Middle Name: E-mail: srsingue@ctc.ca.gov  
Home Phone: (916) 421-2882

Address Line 1: 2000 CAPITOL AVE State: CA  
Address Line 2: City: SACRAMENTO Province: Country: USA  
Zip Code: 95834

Back 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.

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Document Application Address and Commission Actions

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

Documents

Complete Renew 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" with the Return Reason.) No Records

Select	Document Title	Term	Application Status	Issue Date	Return Reason
Yes	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	

Renewals

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

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	PCK Base Credential	Special Grade
Yes	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2013		

Web Applications

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

Select	Document Title	Application Status
Yes	Certificate of Clearance	Pending
No	Activity Supervisor Clearance Certificate	Pending
No	Preschool/Head Start and Academic Instructional Certificate	Pending

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. Below this is a search bar and 'Agency User' / 'Educator Page' tabs. The main content area features a table of documents with columns for 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'. The 'Renewals' section has a 'Renew' button and a table with columns for Select, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, PKC Base Credential, and Special Grade. An arrow points from the instruction 'Click on the “Renew” button.’ to the 'Renew' button in the 'Renewals' section.

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

The screenshot shows the 'Disclosure' page on the CTC website. It contains several numbered questions regarding professional fitness, such as 'Are you currently employed as a teacher or administrator?' and 'Have you ever been employed by a school district or other educational agency?'. At the bottom of the page, there is a 'Back' button. An arrow points from the instruction 'Read the Disclosure page for the Professional Fitness questions and answer “Yes” to continue to the next page.’ to the 'Back' 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!**

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Home | Help | Contact

Home | Search | Educator Page

Date Declared: Type: Date of Expiration: Detailed Description: Action Taken:

Make if you have a question about the information displayed below, please click on the 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

Date of Birth (DDMMYY):  
City:  
Country:  
State/Province/Territory:  
Country:

I Agree:

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

Back Cancel Proceed Payment

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

Online Payments - License Payment Detail

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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
CREDENTIAL	Certificate of Clearance	\$295.00
	Total	\$295.00

LexisNexis®

Continue >

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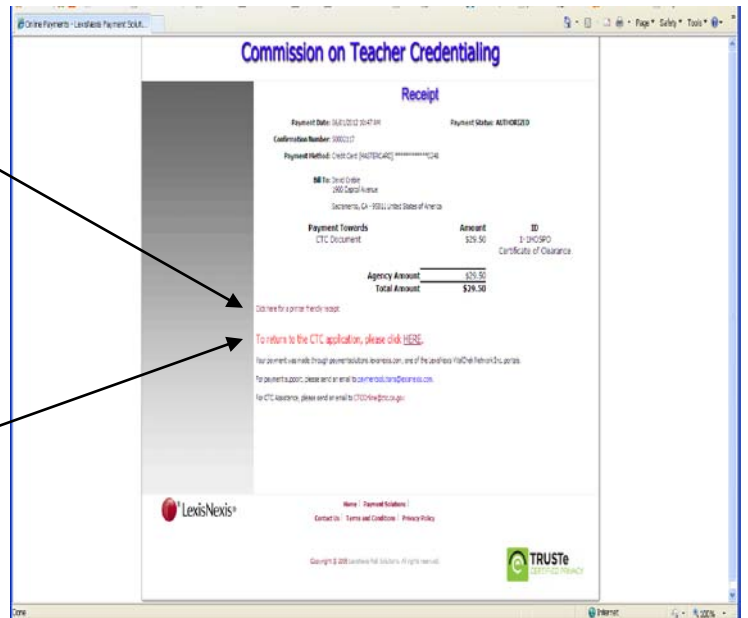
10. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

The screenshot shows a web browser window with the URL <https://online.payments/online/lexisnexis>. The page header features the CA.GOV logo and the text "COMMISSION ON TEACHER CREDENTIALING" and "Ensuring Educator Excellence". A dark grey bar at the top right displays "Total Amount: \$29.50". The main content area is divided into two sections: "Billing Address" and "Payment Information". The "Billing Address" section includes radio buttons for "Domestic (US and Puerto Rico)", "Military (APO/FPO)", and "International (including Canada, Mexico)", followed by input fields for Cardholder First Name, Cardholder Last Name, Zip Code, Address, Address Comments, City, State (dropdown), and Email Address. The "Payment Information" section has radio buttons for "Payment" and "Credit Card", a Card Number field, and an Expiration Date field. At the bottom, there are "Go Back" and "Continue" buttons. The LexisNexis logo is in the bottom left corner.

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!**

This screenshot shows the same payment verification form as above, but with the following information filled in: Cardholder First Name: DAN, Cardholder Last Name: COHN, Zip Code: 95822, Address: 1900 Capitol Avenue, Address Comments: (empty), City: Sacramento, State: CA, Country: United States of America, and Email Address: dcohn@ccs.ca.gov. The Payment Information section shows Card Number: \*\*\*\*\*0298 and Expiration Date: 11/2014. A checkbox labeled "By checking this box, you are authorizing the payment of the bill amount." is present. The "Complete Payment" button is highlighted with a red border. The "Go Back" button is also visible. The LexisNexis logo is in the bottom left corner.

12. Use the 1<sup>st</sup> 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.

