

## CREDENTIAL RENEWAL ON LINE

***YOUR CREDENTIAL MUST BE RENEWED BEFORE THE EXPIRATION DATE***  
***(Renewing after expiration can result in pay issues with County Credentials)***

For renewals: Clear, Professional, Professional Clear Credentials & 30 Day Substitute Permits only. (Preliminary, Short Term Staff Permits, etc. are subject to renewal requirements stated on the credential, and cannot be renewed on-line)

<http://www.ctc.ca.gov>

click on: Renew your Credential

Visa or MasterCard debit or credit card payments are accepted online

Please note: you will receive a “Confirmation Number”; please print out the confirmation page at that time

Human Resources Department will need a copy of the confirmation page

WHEN YOU RECEIVE YOUR CREDENTIAL(S) ... Send a copy to Human Resources

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### IMPORTANT INFORMATION

Note: The Commission on Teacher Credentialing “no longer” requires verification of professional growth requirements (including clock hours and days of service), when renewing your “Professional Clear” teaching or services credential.

Note: The Commission on Teacher Credentialing “still” requires the professional growth requirements for Professional Clear Child Development Permits (105 clock hours) to renew your permit. Permit holders can still renew on line, but must list their advisor on line, and may be audited. If you receive an audit letter you will then need to provide CCTC with the Professional Growth Plan record showing the 105 clock hour information requested by them, if not audited, you will receive your permit shortly after applying on line. Keep track of your hours as you do them, and work closely with your advisor, in the event you are a permit holder that is audited.

If you have questions on the above information, please contact Karen Brucks in Human Resources, at extension 114.

