



# CONTACT

Montebello Teachers Association/California Teachers Association/National Education Association • 918 W Whittier Blvd Montebello 90640 • (323) 722-5005 • montbelloteachers.org

## Renew Your Credential Online • The CCTC Is Paperless

The California Commission on Teacher Credentialing no longer accepts paper applications for the renewal of your credential. It is very important that you renew your credential before its expiration date. Renewing after it expires will require you to have to apply for an "Emergency 30 day Substitute Permit", at a cost of an additional \$55.00. The reason for this is that your credential renewal will be effective on the date that you renewed it, so if it is after it expires, there would be some days that the district could not pay you, because you did not hold a valid credential. The only way to remedy this is for the *district* to recommend you for an Emergency 30 Day Permit, at a cost to you of \$55.00.

To renew your document online:

- Connect to the Web at [www.ctc.ca.gov](http://www.ctc.ca.gov).
- Click on "Renew Your Credential."
- Click on "Renew your Credential Online"
- Enter your social security number and date of birth.
- Select the "renew" box next to the credential(s) that you wish to renew.

If you have a professional clear credential you will need to enter information for the self-verification process. If you hold a 30 Day Substitute Permit, a Clear or a Professional Credential the system will take you directly to step 4.

Answer the Personal and Professional Fitness questions. If you answer yes to a question a full explanation is required in the text box provided.

Complete all required fields to process your payment. If you enter a confirmation e-mail address, you will receive an e-mail confirmation shortly thereafter.

Print the confirmation of payment page for your records and record your confirmation number.

Your credential should be renewed within 10 working days; once it is issued you will need to go back online to [www.ctc.ca.gov](http://www.ctc.ca.gov). Click on "Renew Your Credential", and then Click on "Search for a Teacher's Application Status and Credentials Held". Enter your social security number and date of birth. All your credentials that have ever been issued should come up on the screen, click on the one that you just renewed, you will know it by the expiration date, it should be five years from now. The document should open up and you will see a document title, document number, authorization codes....print this screen. This is your official record of your credential, the California Commission **no longer mails** out credentials, you should bring one copy of the document to the Certificated Human Resources Office to keep in your Personnel file, and keep one copy for your record. There may be instances where we need to fax a copy of your credential to the County Office of Education, for payroll purposes. Human Resources cannot accept the "Printer Friendly" credential.

If you answer "yes" to any of the Personal and Professional Fitness questions, please be aware that your application will be delayed because it will be referred to the Professional Standards division for review. All "yes" answers are referred to this department, even if the incident has been reviewed previously or even if it happened many years ago, so we suggest that you start your online renewal at least **six months** before it expires.

If you have questions please call the Commission at 1-888-921-2682 or via email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov). Or you can call Rebecca Ward at extension 2252 or Deanne Reyes at extension 2463, in the Human Resources Office.

### Know Your Rights

#### Teachers May Suspend a Student From Class

Education Code 48910 states that a teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.