

## **CREDENTIAL RENEWAL REQUIREMENTS**

It is your responsibility to know the valid dates of your credential and to renew prior to the expiration date. Tulare County Office of Education may hold your check or require that you be removed from the classroom if you do not hold a valid credential. The Credentials Office of the Tulare County Department of Education sends a letter of notification regarding an expiring credential to the individual credential holder six months prior to the expiration date and a second notice at thirty days prior to the expiration date, allowing ample time for renewal. **A COPY OF YOUR CREDENTIAL MUST BE SUBMITTED TO THE PERSONNEL DEPARTMENT.**

### **CLEAR CREDENTIAL HOLDERS**

You must renew your credential online through [www.ctc.ca.gov](http://www.ctc.ca.gov). You must pay for your renewal on-line using a credit card. Employees must forward their confirmation (sent from CTC via email) to the District Office.

### **PRELIMINARY CREDENTIAL HOLDERS**

You must complete an induction program to earn your Professional Clear Credential. Tulare County Office of Education administers the TPIS Induction Program for teachers new to the District. You will be required to state your intent during New Teacher Orientation regarding your participation in the program. Additional information may be obtained from the Commission on Teacher Credentialing website at: [www.ctc.ca.gov](http://www.ctc.ca.gov).

### **INTERNS**

Holders of intern credentials must work through the university or program that they are enrolled with to obtain their preliminary credential.

## **IMPORTANT WEBSITE**

**[www.ctc.ca.gov](http://www.ctc.ca.gov)**

- Information on Credentials and Renewals
- For Information on Specific Credentials:

- ◆ Select "**Credential Information**"
- ◆ Scroll down to "**Credential Renewal**"

*The use of "Adobe Acrobat Reader" (available free online) is required for printing some forms.*