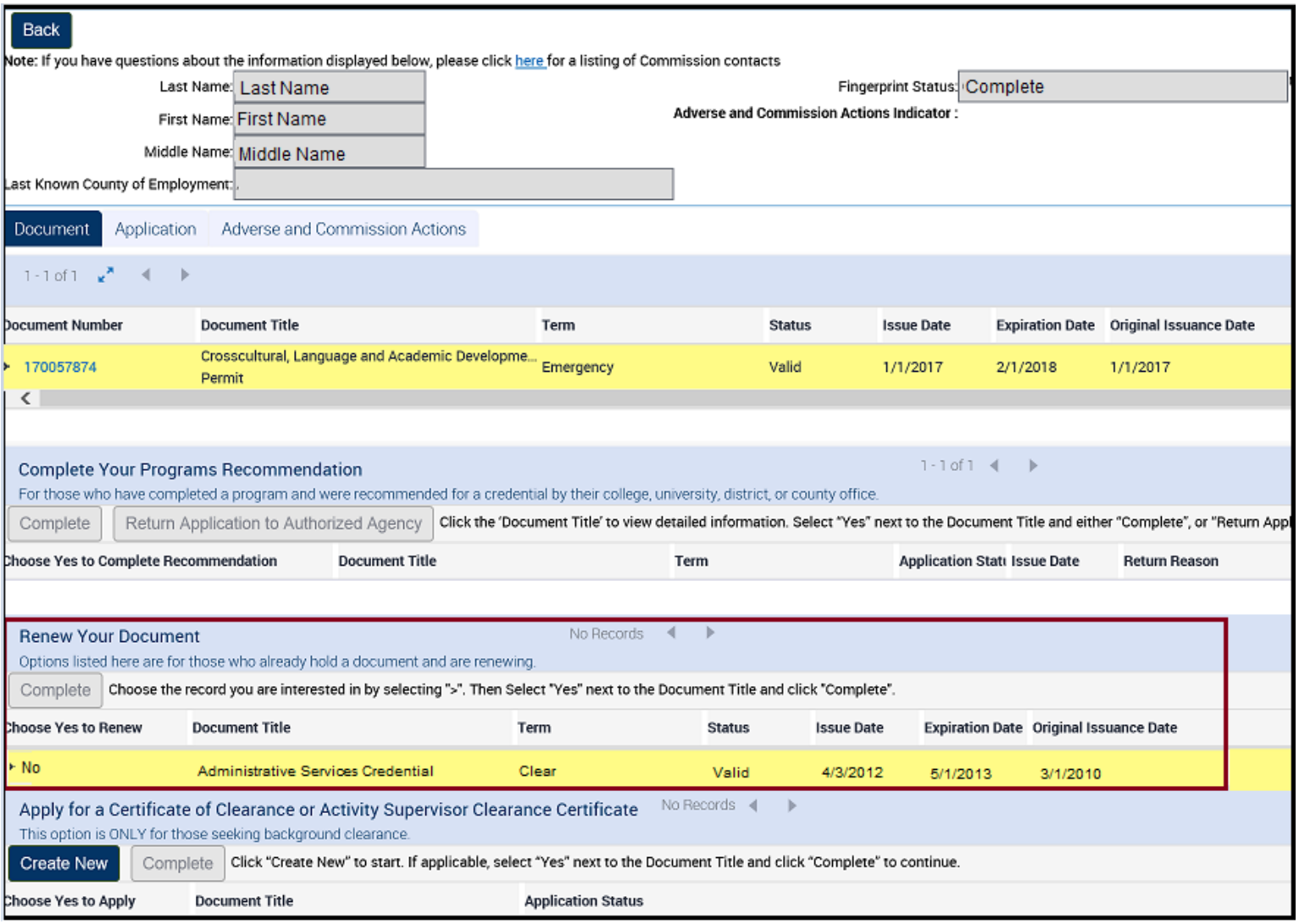
Locate the Document

1. Log in with your User ID and Password.
2. Continue to the *Educator Page,* which displays after the *Legal Disclaimer* and *Personal Information* pages.
3. Scroll down to the heading *Renew Your Document.*
4. Locate the document and click on the arrow in the left column to highlight the row.
    - Use the down arrow in the "Issue Date" column to sort the list with your most current document on top.
    - Use the left or right arrow buttons to display additional documents.
    - Use the scroll bar to view the information displayed to the right of the screen.

- A step-by-step video tutorial is available on the Renew Your Document page.



Select the Document

3. Click on **No** and then select **Yes** from the drop down list.

- If you have more than one eligible document you wish to renew, you must repeat steps 2-3 for each one.
- If the document you are seeking to renew is not dependent on holding a valid basic credential (such as an Administrative Services Credential), go directly to Step 8.

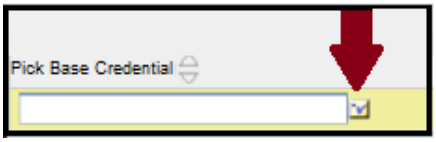
NOTE: If you hold a document eligible for renewal that does not display under the *Renew Your Document* heading, stop here and send an email to credentials@ctc.ca.gov for assistance.

Picking a Base Credential (for documents such as Administrative Services Credential)

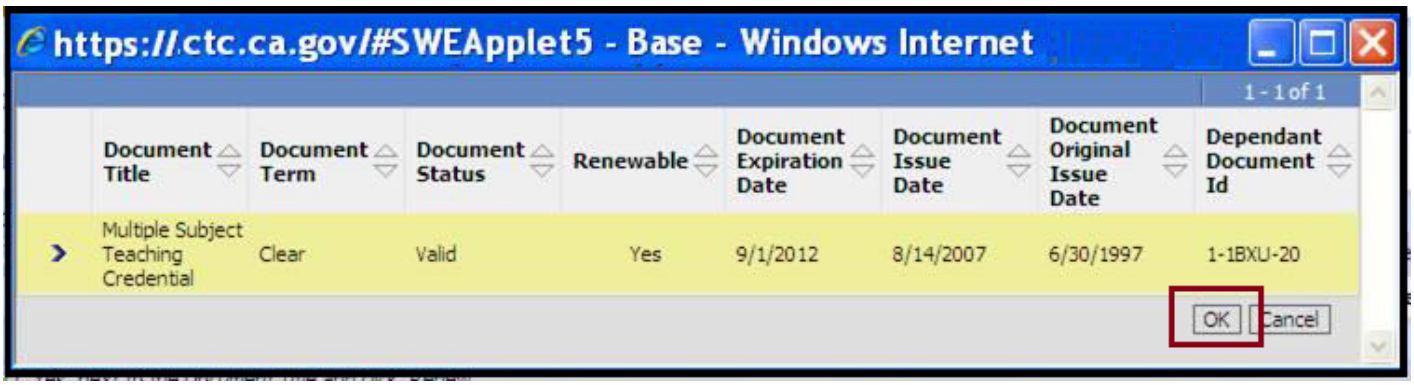
4. When renewing a dependent credential, you will be required to identify your basic credential. Use the pick applet box on the right of the **Pick Base Credential** box to choose your basic credential from a popup list.
   - If the basic credential expires on the same date as the dependent credential, you must select to renew both credentials.
   - For more information on renewing dependent credentials, view the *When Should I Renew my Document?* item on this page.

   NOTE: Scroll to the far right to view the *Pick Base Credential* heading. If the box under the *Pick Base Credential* heading does not display, click in the area **under** the Pick Base Credential Heading below the "sort/lock" arrows. Do not click on the "sort/lock" arrows.

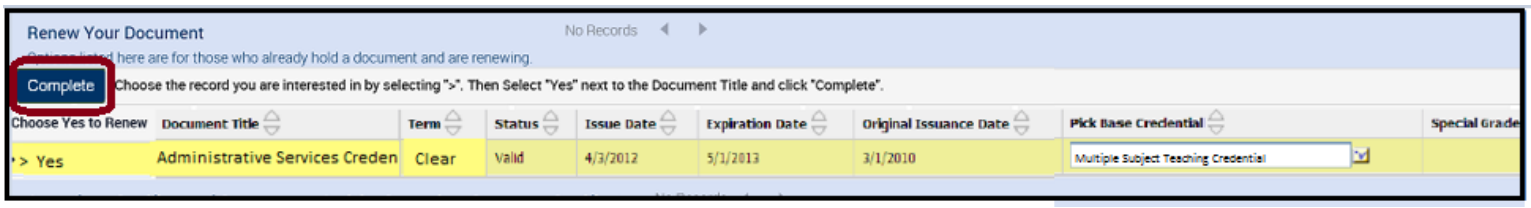
   The field will change colors and the pick applet box will display.



5. A pop up window should display showing which documents are eligible to serve as your basic credential. If more than one document is eligible to serve as the basic credential, sort the information by clicking on the up/down arrows in the *Document Expiration Date* heading.
6. Click on the small arrow at the left of the row to select the one with the latest expiration date.
7. Select **OK** to populate the *Pick Base Credential* field.



8. Once you have selected **Yes** for each document to be renewed (and the base credential has been displayed, if applicable), click **Complete** to continue.



9. The next page will display the *Disclosure and Professional Fitness Questions (PFQs)* page.
   - For additional information on the Disclosure and PFQ pages, please view the *Complete the Online Disclosure, PFQs and Payment* section below.

NOTE:

Once the application and payment have been completed, the document will no longer display under the *Renew Your Document* section.

For information on how to check the application's status, view the CTC Online - Your Educator Account and click the *Check Your Application Status* item.