

Elk Grove Unified School District



How to Renew Your 30-Day Emergency Teaching Permit/Credential Document

1. Login to your [CTC Online Account \(opens in a new window\)](#)
2. Continue to the Educator Documents page, which will display after the Legal Disclaimer and Personal Information pages.

Scroll to the bottom of the Educator Documents page and click the Renew Existing Credential button.

Document Title	Document Number	Status	Term	Issue Date	Expiration Date	Original Issuance Date	Recommending Agency	Deceased Flag	Special Grade	Grade
> Certificate of Clearance	240104235	Valid		4/1/2024	5/1/2029	4/1/2024		N		
Multiple Subject Teaching Credential	220107758	Suspended - State Licensing Match System	Preliminary	5/6/2022	6/1/2027	5/6/2022	CTCUNI	N		
Single Subject Teaching Credential	242938AL	Valid	Clear	9/14/2021	10/1/2026	9/14/2021	CTCUNI	N		
Certificate of Clearance	210157118	Valid		7/27/2021	8/1/2026	7/27/2021		N		

Select one of the options below to start a new application for licensure. If your charter school, school district, or county has applied on your behalf then select "Employer Recommendation".

- [Renew Existing Credential](#)
- [University/Program Recommendation](#)
- [Employer Recommendation](#)
- [New Credential Application](#)
- [COC/ASCC Application](#)

3. Find and select the document you want to renew.

For help finding a document, please refer to the [How to View, Print, and Email Documents](#) page.

If you do not see your document, please view the "My document is not displaying under the renewal section" item on the [Common Application and Payment Issues](#) page.

Renew Your Document

Options listed here are for those who already hold a document and are re

Complete Choose the record you are interested in by selecting ">". T

Choose Yes to Renew	Document Title
> No	Administrative Services Credential

4. Under the Choose Yes to Renew column, click the drop-down arrow and change the selection from a "No" to a "Yes".

NOTE: If you cannot find your document, please reach out using the [Contact Us \(opens in a new window\)](#) web form for assistance.

Elk Grove Unified School District

A screenshot of a web form showing a dropdown menu. The menu is open, displaying two options: 'No' and 'Yes'. The 'No' option is currently selected, and a blue downward arrow is visible in the dropdown box. The entire dropdown area is highlighted with a red border.

5. If applicable, choose a Base Credential

This step only applies to Dependent Credentials. For more information, please refer to the Dependent Credentials section on this page.

For instructions on how to choose a Base Credential, please refer to the Choosing a Base Credential section on this page.

A screenshot of a web form titled 'Pick Base Credential'. Below the title is a dropdown menu with 'Multiple Subject Teaching Credential' selected. The dropdown arrow is visible on the right side of the menu.

6. Repeat steps 2-5 for each eligible document you wish to renew.

Then click Complete to continue.

A screenshot of a web form titled 'Renew Your Document'. The form contains a 'Complete' button, which is highlighted with a red border. Below the button is a table with columns for 'Choose Yes to Renew' and 'Document Title'. The first row shows '> Yes' and 'Administrative Services Creden'.

7. Finally, complete the [Professional Fitness Questions \(PFQs\)](#) and [submit your payment](#) to complete the online application.

NOTE: If successful, the document will no longer display under the Renew Your Document section.

For information on how to check the status of your application, please refer to the [Check Application Status](#) page.

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Note from Subservices@egusd.net:

- It is your responsibility to track, renew and submit your renewals to Human Resources prior to expiration subservices@egusd.net.
- You will be blocked from working if we do not receive your renewal.