



Credential Information Alert

DATE: September 1, 2026

NUMBER: 26-05

SUBJECT: Courtesy Applications for Clear Credential Renewals Available through CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for Clear teaching or services credential renewals can now be submitted as a courtesy by employers through CTC Online.

Key Provisions:

Renewals for clear teaching or services credentials must be completed online through the educator's CTC online account. Regulations require that the issuance date of the clear credential be the same as the expiration date of the current credential, provided that the renewal application is filed within one year prior to the expiration date of the credential. When an educator does not renew their clear credential on or before the expiration date, the lapsed clear credential is reissued effective the date the online renewal is completed. No California public school service is authorized between the date the credential expired and the date the reissued credential becomes effective unless a "Request for Validation of Service Without a Credential" is filed by the employer.

The submission allows the Commission to review and approve certain past credential lapses, ensuring that certifications or credentials convey proper compliance, but only if the person met the qualifications and had a valid credential before the review.

Each validation of service request must be submitted on form CL-224 (revised 5-24) provided by the Commission. The chief administrative officer of a public school district in California or the chief administrative officer of a county office of education in California shall submit the request on behalf of the applicant. A copy of the request should be retained at the county office.

If all the conditions set forth have been confirmed the request for approval shall be reported to the Commission by way of the regular agenda process at its earliest meeting. When it cannot be

determined from the materials submitted whether an applicant has met the conditions or that the conditions specified do not apply, the validation of service request will be returned to the employing agency for additional information.

As an alternative to the existing Validation of Service process, this update allows Local Employment Agencies (LEAs) to submit a courtesy online application with a requested issuance date up to three months prior to when the application is received by the Commission. This method prevents the gap between the expiration and reissuance date if the credential is renewed online. **The increased application fee of \$125 implemented by [Assembly Bil \(AB\) 126](#) applies to these courtesy applications for Clear-to-Clear teaching and service credential renewals.**

References:

CTC Online Roles and Responsibilities: <https://www.ctc.ca.gov/employers/manuals/ctc-onlineprocessing-recommendations/roles-responsibilities/>

CTC Online form CL-896: <https://docs.ctc.ca.gov/Document/Download/30145>

CTC Online form CL-897: <https://docs.ctc.ca.gov/Document/Download/30146>

Renewal and Reissuance of Credentials (CL-494):
<https://www.ctc.ca.gov/credentials/leaflets/cl-494/>

Title 5 Regulations, Section 80440:
[California Code of Regulations- Westlaw-80440](#)

Title 5 Regulations Section 80600:
[California Code of Regulations - WestLaw - 80600](#)

Title 5 Regulations, Section 80601:
[California Code of Regulations - WestLaw - 80601](#)

Title 5 Regulations, Section 80603:
[California Code of Regulations - WestLaw - 80603](#)

Title 5 Regulations, Section 80604:
[California Code of Regulations - WestLaw - 80604](#)

Education Code, Section 45036
[California Legislative Information - EDC 45036](#)

Assembly Bill (AB) 126:
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202520260AB126

Important Dates:

The Commission will begin accepting online courtesy applications for clear teaching and services credential renewals via CTC Online as of the date of this CIA.

Contact Information:

Questions regarding credential requirements can be directed to the Commission's Division of Licensure Certification through the online form found at

<https://educatortools.ctc.ca.gov/ContactUs>.

Questions concerning adding or modifying access to the online application system should be directed to CTCOnline@ctc.ca.gov.