

PROCESS FOR RENEWING ASCC CERTIFICATE

Attention: If you currently have an ASCC (Activity Supervisor Clearance Certificate) that will expire within 6 months OR you have an expired ASCC (not more than 18 months) please proceed with directions below. If your ASCC has been expired for more than 18 months, please contact Brittney Le in HR at (707)778-4610 for more directions.

- Visit ctc.ca.gov
- Click the **Credentialing Information** button
- Click the **Renew Your Document** button
- Click the **Renew Your Document Online** button
- Log in to your personal profile on the secure Educator Page using your SSN and date of birth
- Verify that your personal information is correct, then click **Next** on the right side of the page
- Click on the **Create New** button under the heading “Web Applications” to start your application for the Activity Supervisor Clearance Certificate (ASCC)
- In the drop down menu for “General Application Category,” select **Certificate of Clearance/Activity Supervisor Clearance Certificate** and in the drop down menu for “Document/Authorization Title,” select **Activity Supervisor Clearance Certificate**. Click on the **Next** button on the right side of the page
- Read the entire Disclosure page for the Professional Fitness questions then click **Next**
- Answer each of the Questions and click **Next**. Complete the Oath and Affidavit. Click **Submit Payment ONLY ONCE**
- On the next page, click the **Process Payment** button to move forward
- The display shows the document applied for and the amount to pay (\$100 for ASCC certificate and \$2.50 processing fee totaling \$102.50), click the **Continue**
- Complete the billing verification information, click **Continue** when finished
- Verify all the payment information is correct, including e-mail address. Click **Complete Payment ONLY ONCE**
- On the next page, use the first link provided to obtain a printable receipt for your reference.

Important: Once completed, you will receive an e-mail from the CTC verifying that the web application has been received. NO additional steps or information will be required unless you have ‘yes’ answered to the professional fitness questions. Notify Brittney Le when you receive your ASCC Certificate.