
3A

Action

Credentialing and Certificated Assignments Committee

Proposed Amendments to 5 California Code of Regulations §80001 Pertaining to Definitions and Terms

Executive Summary: This agenda item proposes amendments to 5 California Code of Regulations §80001 pertaining to Definitions and Terms in relation to application forms.

Recommended Action: Staff recommends that the Commission approve the proposed amendments to 5 California Code of Regulations §80001 for the purpose of beginning the rulemaking file for submission to the Office of Administrative Law and for scheduling a public hearing.

Presenter: Tammy Duggan, Credential Specialist, Certification, Assignment and Waivers Division

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Grant credentials, certificates and permits as set out in regulation and statute

March 2010

Proposed Amendments to 5 California Code of Regulations §80001 Pertaining to Definitions and Terms

Introduction

In an effort to provide consistency with respect to application forms required for credentials, certificates and permits, Commission staff is presenting amendments to Section 80001 pertaining to Definitions and Terms for review, including language related to electronic application processes.

Background

Division 8, Chapters 1 and 4 of Title 5 of the California Code of Regulations include many sections that require submission of an application form for issuance or renewal of credentials, certificates and permits. However, due to the adoption dates of the regulations, the revision dates of the referenced application forms range from April 1994 to September 2008, whereas the current application forms in use by the Commission were revised in December 2009. In addition, the online application systems described below require submission of online applications, which are not referenced in the sections that discuss submission of application forms.

Phase II of the Teacher Credentialing Service Improvement Project was implemented in June 2002 and requires holders of clear teaching or services credentials to renew their documents via the Commission's online renewal system by submission of an electronic application. Holders of Emergency 30-Day Substitute Teaching Permits and Child Development Permits may also utilize the online renewal system for renewal of their permits.

Effective July 19, 2005, Education Code Sections 44227 (a) and (b) were amended to require institutions of higher education (IHEs) with Commission-approved teacher preparation programs to electronically submit credential applications to the Commission. In response, the Commission implemented a web-based portal for the purpose of accepting Commission-approved IHE recommended applications that was fully functional in December 2006.

The most recent technology efficiency was implemented in December 2009 to allow submission of an electronic application for documents that do not require recommendation from an approved program or submission by a California public school employer.

The proposed amendments to Section 80001 provide definitions for the current application forms for initial issuance and renewal of documents, as well as language related to the electronic submission of applications via the online recommendation, direct application, and renewal systems. Inclusion of the applications (paper and electronic versions) in the Definitions and Terms section of Title 5 will enable the Commission to update all sections that require submission of an application when revisions are made to the forms by amending only Section 80001.

Proposed Amendments to Regulations

80001(b): Renumbered to (b)(1) and ‘reissuance’ added to the definition provided for “Application for a credential”.

80001(2): Section added to list the various terms pertaining to applications used in Chapters 1 and 4 of Division 8 and indicate that the applications listed in subsections (A) and (B) are the current revisions, regardless of earlier revision dates cited in specific sections.

80001(2)(A): Subsection added to define the current application forms and revision dates for issuance of a credential and to include language referencing the electronic versions of the forms available via the Commission’s online recommendation and online direct application systems.

80021(2)(B): Subsection added to define the current application forms and revision dates for renewal or reissuance of a credential and to include language referencing the electronic versions of the forms available via the Commission’s online renewal system.

Next Steps

The proposed regulations will appear at a public hearing following the required 45-day response period.

CALIFORNIA CODE OF REGULATIONS TITLE 5. EDUCATION DIVISION 8. COMMISSION ON TEACHER CREDENTIALING

§ 80001. Definitions and Terms.

For purposes of Division 8:

(a) "Applicant" means any applicant for a credential issued by the Commission.

(b)(1) "Application for a credential" includes an application for a credential, an application for a renewal or reissuance of a credential, an application to add new authorizations to an existing credential, or a request to take any special action in relation to the issuance of a credential.

(2) “Application”, “application form”, and “application packet” includes the following forms, regardless of earlier revision dates cited throughout Division 8, Chapters 1 and 4:

(A) Application for issuance of a credential, extension of a credential, and added authorizations to an existing credential: Application for Credential Authorizing Public School Service (form 41-4, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation

Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online recommendation and online direct application systems;

(B) Application for renewal or reissuance of a credential: Renewal and Reissuance Application (form 41-REN, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online renewal system.

(c) "Chair" means the Chair of the Commission pursuant to Education Code Section 44218.

(d) "Commission" means the Commission on Teacher Credentialing as established pursuant to Education Code Section 44210.

(e) "Credential" means any credential, life diploma, permit, certificate, waiver, or document issued by, or under the jurisdiction of, the Commission which entitles the holder to perform services for which certification qualifications are required. The official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from the Commission's official website.

(f) "Degree" means a baccalaureate or higher degree as specified in Education Code Section 44259(b)(1) earned through an approved college or university, regardless of its title, when the degree program contains no less subject matter preparation than a similar degree in a subject field other than professional education in the same institution.

(g) "Denial" includes the denial of any portion of an application for a credential, even though the requested credential is issued or renewed.

(h) "Executive Director" means the Executive Director to the Commission pursuant to Education Code Section 44220.

(i) "Issuance" means the granting of a credential based upon the application for or renewal of that credential.

(j) "Vice-Chair" means the Vice-Chair of the Commission.

(k) "Professional" credential means a credential for which all statutory and regulatory requirements have been met, excluding credentials issued on partial, preliminary, or emergency bases. A "clear" credential means a professional credential as herein defined.

(l) "Signature" or "signed" as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.

(m) "Submitted" as used in this Chapter includes any documentation required by the Commission that is delivered in-person, via a delivery service or electronically.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44267.5, 44330 and 44332.5, Education Code.

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification See [Instructions](#))

Mail to:

STATE OF CALIFORNIA
 COMMISSION ON TEACHER
 CREDENTIALING
 Certification, Assignment and
 Waivers Division
 BOX 944270
 SACRAMENTO, CALIFORNIA 94244-2700

Appeal: _____

Route to: _____

Commission Use Only: Fee Information		
APP	FP	Other
CO Initials	Date	

CTC Use Only	IHE/County/District Use Only Issuance Date: _____ E-mail Address: _____
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1. PERSONAL INFORMATION (type or print)

Social Security Number:	Date of Birth: (mm/dd/yyyy)	
Applicant's Name:		
First	Middle	Last
All Former/Maiden Name(s):		County of Employment:
Address:		
City:		State: Zip:
Home Phone:	Work Phone:	Message Phone:
E-mail Address:		

2. TYPE OF CREDENTIAL SELECT ONE:

<p>Substitute Permits</p> <hr/> <p>Single Subject (Secondary Teaching)</p> <p>Specify Subject (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>Specify Languages Other Than English (if applicable)</p> <p style="padding-left: 40px;">English Learner Authorization Term</p> <p style="padding-left: 40px;">BCLAD - Specify Language</p> <hr/> <p>Multiple Subject (Elementary Teaching)</p> <p style="padding-left: 40px;">English Learner Authorization Term</p> <p style="padding-left: 40px;">BCLAD - Specify Language</p> <hr/> <p>Education Specialist (Special Education) (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>Specify Disability Area</p> <p style="padding-left: 40px;">English Learner Authorization Term</p> <p style="padding-left: 40px;">Other Specialist Credentials</p>	<p>English Learner Authorizations</p> <p>BCLAD - Specify Language</p> <hr/> <p>Services Credentials</p> <p style="text-align: right;">Term</p> <p>Specify Other Health Services</p> <hr/> <p>Child Development Permits</p> <p style="padding-left: 40px;">School-Age Emphasis</p> <hr/> <p>Designated Subjects</p> <p>Subject(s)</p> <hr/> <p>Supplementary Authorization(s)</p> <p>Subject Matter Authorization(s)</p> <hr/> <p>Visiting Faculty Permit</p> <p>Specify Subject</p>
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3. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. **If you answer "yes" to any question, a full explanation is required, using a [separate sheet of paper](#).** You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction. See the [instructions](#) regarding the required documents if you answer yes to any of the following questions.

Warning: Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

Please check here if you have held any credential or license authorizing service in the public schools permit in another state.

State _____ Type of credential _____

<p>a. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school because of allegations of misconduct or while allegations of misconduct were pending?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>b. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s). See instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state OR have you ever been the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. See instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>d. Are any criminal charges currently pending against you?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s). See instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>e. Is any disciplinary action now pending against you in any school district or with any other school employer?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action. See instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>f. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) <u>for cause</u> in California or any other state or place?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. If the licensing agency was not the Commission on Teacher Credentialing, see the instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>g. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected <u>for cause</u> in California or any other state or place?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection. If the licensing agency was not the Commission on Teacher Credentialing, see the instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____

SIGNATURE OF APPLICANT _____

Before submitting, please review the application for completeness.

EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code _____ School District CDS Code _____

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for Provisional Internship Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day Substitute Teaching Permits), must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

Comments/Additional Subject Requests:

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE ([Form 41-4](#))

Instruction and Information Sheet

This application form may be used to apply for any credential, certificate, or permit type, with the exception of variable term waivers. Print a copy of the completed application and keep it with your records until your credential has been issued.

A separate application form and fee is required for each credential for which you apply, whether you are submitting a paper application or an electronic application. If applying for your first credential and do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include fingerprint processing information with your application. There is a fee for processing fingerprint information through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). See the fee schedule (leaflet [CL-659](#)) to determine the correct amount.

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion. The submission of the application and fee, whether paper-based or online, will result in either the issuance of a credential or an evaluation that details the requirements that have not yet been met for the requested credential. If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit the entire packet within 60 working days or a new processing fee will be required.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

The Commission cannot accept an application form with a revision date more than five years old. Applications older than five years will be returned to sender. Current versions of all application forms may be downloaded from the Commission's website at www.ctc.ca.gov.

You are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports (when applicable), and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.

If you are employed on an emergency permit (other than a 30-Day Substitute Permit), a Short-Term Staff Permit, Provisional Internship Permit, a Visiting Faculty Permit, a one-year nonrenewable credential, or District Internship Credential you must apply through your employing agency. If you are completing a professional preparation program at a California college or university, the institution will initiate the application process by submitting the application to the Commission electronically on your behalf.

If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us.

All documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

Throughout these instructions, the use of the word "credential" shall mean any type of credential, certificate, or permit issued by the Commission, unless the specific title of the document is important.



PERSONAL INFORMATION

Type or print all information requested on this application form. You are required to provide a social security number or federal tax identification number on your application pursuant to 42 USC §666 and California Family Code §17520. If not furnished, your application may be denied, delayed, or returned for completion. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, E-mail address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorize this work.

You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811, (888) 921-2682, is responsible for the maintenance of this information.

TYPE OF CREDENTIAL

Select the Type of Credential you are applying for by using the drop-down selections. If applicable, include the term, any subjects, emphasis, and supplementary or subject matter authorizations that may apply. If you do not find a box appropriate to the credential type you are requesting, you may write or type your request in any available space on page 1 of the application or in the *Comments* section of the application form.

RENEWALS: All professional clear, clear, professional credentials, and Emergency 30-Day Substitute Permits must be renewed online. Most Child Development Permits may also be renewed online. The processing time for credentials renewed online is approximately 10 days.

PROFESSIONAL FITNESS QUESTIONS / OATH AND AFFIDAVIT

You are required to answer all questions in this section. If you answer “yes” to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

If you answered “yes” to questions **b, c, or d**, you must complete a [Personal and Professional Fitness Explanation Form](#) explaining each yes answer and include it with your application packet. Applicants should use this form to explain criminal convictions. Complete a separate form for each incident.

You must provide the following documents if you answered yes to questions **b, c, or d**:

- ▶ A **CERTIFIED** copy of the arrest/investigative report. (Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation.)
- ▶ A **CERTIFIED** copy of the COMPLETE court documents, including the complaint showing the charges filed and the court docket or minute order showing plea or jury conviction, sentencing, and terms and conditions of probation. If applicable, a certified copy of the document showing dismissal under Penal Code 1203.4, certificate of rehabilitation, or Governor’s pardon. (Contact the court where your case was heard.)

If you answered “yes” to questions **a, e, f, or g**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.

You must provide the following documents if you answered “yes” to questions **a or e**:

- ▶ A copy of the allegations of misconduct brought against you, your resignation or retirement letter, settlement agreements, final decision by a board or hearing officer, investigation reports, and any other documents related to the action or investigation.

You must provide the following documents if you answered “yes” to questions **f or g** and the licensing agency was not the Commission on Teacher Credentialing.

- ▶ A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.

If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.

Oath and Affidavit: Please complete this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

FEES

Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. A service charge will be assessed for a check that does not clear the bank.

The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential (viewable online at www.ctc.ca.gov) or an evaluation listing the requirements which have not been met for the requested credential. Once requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)

FINGERPRINT INFORMATION

California Residents: If this is your first application for a credential, you will need to submit verification that you have had your fingerprints taken electronically by submitting a LiveScan receipt with your application packet. A copy of the LiveScan form may be found on the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>. Three copies of the form will be needed for the LiveScan operator. Effective July 1, 2005, California residents do not have the option of submitting fingerprint cards. A current listing of LiveScan sites offering electronic fingerprint services is available to the public on the California Attorney General's website at www.ag.ca.gov.

Out-of-State/Out-of-Country Residents: If this is your first application for a credential, you will need to submit verification that you have had your fingerprints taken electronically by submitting either a LiveScan receipt with your application packet or two fingerprint cards (FD-258) and [processing fees](#). The California Department of Justice (DOJ) will accept fingerprint cards from the Commission for teachers who reside outside of California provided the teacher's home address is from another state or country.

California Penal Code Section 11102.1 precludes the Department of Justice (DOJ) from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller, or by an individual who is specifically exempt from the certification requirement. Individuals residing outside of California and applying for employment or licensure in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence.

If you already have fingerprint clearance on file with the Commission, your credential will be available for viewing and printing on the Commission's website once it is granted. If you submit fingerprint cards with your application packet, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the DOJ and FBI for processing. When we receive clearance from both DOJ and FBI, your credential will be available for viewing and printing on the Commission's website. Fingerprint processing generally takes one month.

APPLICATION SUBMISSION DEADLINE

As indicated in California Code of Regulations Title 5 §80440 (b) and (c), applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.

PROCESSING TIME

Title 5, California Code of Regulations, Section 80443, sets a maximum processing time for completed applications of 50 business days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day restriction.

You may check your [application status online](#) and calculate the approximate processing time by clicking [here](#) or you may access these features by visiting the Commission's website at www.ctc.ca.gov.

Please wait until the maximum processing time has passed before contacting the Commission regarding your application status. Applications are processed in the order in which they are received. Staff cannot search for pending applications or process applications out of order.



The Commission suggests you request a return receipt through the post office when you mail your application packet if you would like notice that your application was received by the Commission.

ISSUANCE DATES

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the date the Commission received the application. The Commission will honor the issuance date established by the employing agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below.

If a first time or new type of application is submitted directly to the Commission by an individual, the issuance date of the credential, certificate or permit will be the date the application was received by the Commission.

If the application is for renewal and the application is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. If the application is for renewal and the application is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

ONLINE CREDENTIAL VIEW AND PRINT PROCESS

Effective September 1, 2008, the Commission will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer be printing and mailing these documents. Instead, they will be available online to colleges, universities, employers, and document holders within 48 hours of issuance. At that time, the document may be printed off the Commission's website at www.ctc.ca.gov.

Before you seal the envelope, make sure you have enclosed:

For the first-time California credential applicant, be sure you have included the following items. Make sure all questions are answered and that the oath has been signed and dated. Incomplete applications will be returned to you.

- Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)
- LiveScan receipt ([form 41-LS](#)) or, for out-of-state/country residents only, two fingerprint cards (FD-258)
- Exam score reports when applicable
- Official transcripts and other necessary materials
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

For all other types of applications:

- Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)
- Official transcripts and/or other necessary materials when applicable
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

Mail to:

Commission on Teacher Credentialing
P.O. Box 944270
Sacramento, CA 94244-2700



RENEWAL AND REISSUANCE APPLICATION

(For Privacy Act Notification See [Instructions](#))

Mail to:
STATE OF CALIFORNIA
COMMISSION ON TEACHER
CREDENTIALING
Certification, Assignment and Waivers Division
BOX 944270
SACRAMENTO, CALIFORNIA 94244-2700

Appeal to _____

Route to _____

Commission Use Only: Fee Information		
APP	FP	Other
CO Initials	Date	

CTC Use Only	IHE/County/District Use Only Issuance Date: _____ E-Mail Address: _____
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1. PERSONAL INFORMATION (type or print)

Social Security Number:	Date of Birth: (mm/dd/yyyy)	
Applicant's Full Legal Name:		
First	Middle	Last
All Former/Maiden Name(s):		County of Employment:
Address:		
City:		State: Zip:
Home Phone:	Work Phone:	Messg. Phone:
E-mail Address:		

2. SELECT TYPE OF CREDENTIAL

Substitute Permits Visiting Faculty Permit	Provisional Internship Permits Multiple Subject Specify Language for BCLAD Education Specialist	Single Subject Specify Subject for Single Subject Specify Language Other than English Specify Language for BCLAD	Emergency Permits Limited Assignment Specify Subject Child Development Permits
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EMPLOYING AGENCY INFORMATION

Must only be completed for all credential, certificate and permit types where service is restricted to an employing agency.

Provisional Internship Permit

Long-Term Emergency Permit

County CDS Code _____ School District CDS Code _____

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for Provisional Internship Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day Substitute Teaching Permits), must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.



3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION (cont)

I certify (or declare) that I have read the above and completed the following for this renewal of my professional clear credential:

I have completed _____ hours of professional growth activities

My Professional Growth Advisor is _____
Advisor's Name Advisor's Phone Number

4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. **If you answer "yes" to any question, a full explanation is required, using a separate sheet of paper.** You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction. See the instructions regarding the required documents if you answer yes to any of the following questions.

Warning: Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

<p>a. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending? If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>b. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction. If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s). See <u>instructions</u> regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state OR have you ever been the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. See <u>instructions</u> regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>d. Are any criminal charges currently pending against you? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s). See <u>instructions</u> regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>e. Is any disciplinary action now pending against you in any school district or with any other school employer? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action. See <u>instructions</u> regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>f. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching revoked and/or otherwise subjected to any other disciplinary action (including any action that was stayed) <u>for cause</u> in California or <u>any other</u> state or place? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. If the licensing agency was not the Commission on Teacher Credentialing, see the <u>instructions</u> regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

<p>g. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected <u>for cause</u> in California or any other state or place?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection. If the licensing agency was not the Commission on Teacher Credentialing, see the instructions regarding submitting required documents.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____

SIGNATURE OF APPLICANT

Before submitting, please review the application for completeness.

RENEWAL & REISSUANCE APPLICATION ([Form 41-REN](#))

Instruction and Information Sheet

This application may be used to renew emergency permits, Child Development Permits, and any other renewal that does not meet online renewal criteria. All clear, professional clear, and professional credentials must be renewed online and applications submitted to the Commission for those credential types will be returned to sender.

If you are employed on an emergency permit (other than a 30-Day Substitute Permit), a Provisional Internship Permit, or Visiting Faculty Permit, you must submit this application through your employing agency.

Print a copy of the completed application and keep it in your possession until your credential has been issued.

The Commission cannot accept application forms with revision dates more than five years old. Applications older than five years will be returned to sender.

Please complete all sections of the application accurately. All documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

PERSONAL INFORMATION

Type or print all information requested on this application form. You are required to provide a social security number or federal tax identification number on your application pursuant to 42 USC §666 and California Family Code §17520. If not furnished, your application may be denied, delayed, or returned for completion. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, E-mail address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion.



You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811, (888) 921-2682, is responsible for the maintenance of this information.

TYPE OF CREDENTIAL

Select the Type of Credential you are applying for by checking the appropriate box. If you do not find a box to match the type of credential you are applying for, simply write the requested credential type in any blank space on the front of the application.

CHILD DEVELOPMENT PERMIT RENEWAL - SELF-VERIFICATION

If you are renewing a Child Development Permit, you may either complete the self-verification in this section or submit the Professional Growth Plan and Record Form with this application.

If you choose to self-verify the completion of your professional growth activities, you may be subject to an audit. If the audit determines that you did not complete the professional growth requirements, your credential will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record Form for one year following the submission of this application.

PROFESSIONAL FITNESS QUESTIONS / OATH AND AFFIDAVIT

You are required to answer all questions in this section. If you answer “yes” to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

If you answered “yes” to questions **b, c, or d**, you must complete a [*Personal and Professional Fitness Explanation Form*](#) explaining each yes answer and include it with your application packet. **Applicants should use this form to explain criminal convictions.** Complete a separate form for each incident.

You must provide the following documents if you answered yes to questions **b, c, or d**:

- ▶ A **CERTIFIED** copy of the arrest/investigative report. (Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation.)
- ▶ A **CERTIFIED** copy of the COMPLETE court documents, including the complaint showing the charges filed and the court docket or minute order showing plea or jury conviction, sentencing, and terms and conditions of probation. If applicable, a certified copy of the document showing dismissal under Penal Code 1203.4, certificate of rehabilitation, or Governor’s pardon. (Contact the court where your case was heard.)

If you answered “yes” to questions **a, e, f, or g**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.



You must provide the following documents if you answered “yes” to questions **a or e**:

- ▶ A copy of the allegations of misconduct brought against you, your resignation or retirement letter, settlement agreements, final decision by a board or hearing officer, investigation reports, and any other documents related to the action or investigation.

You must provide the following documents if you answered “yes” to questions **f or g** and the licensing agency was not the Commission on Teacher Credentialing.

- ▶ A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.

If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.

Oath and Affidavit: Please complete this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

Additional Information

FEES

Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. A service charge will be assessed for a check that does not clear the bank.

The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential (viewable online at www.ctc.ca.gov) or an evaluation listing the requirements which have not been met for the requested credential. Once requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)

ISSUANCE DATES

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the fee date the Commission received the application. The Commission will honor the issuance date established by the employing or recommending agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below.

If the application for renewal is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. If the application is for renewal and the application is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

APPLICATION SUBMISSION DEADLINE

California Code of Regulations Title 5 §80440 (b) and (c), states that applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission. **Applications are processed in the order in which they are received.**

PROCESSING TIME

California Education Code, Section 44350, sets a maximum processing time for completed applications of fifty (50) business days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day timeframe.

You may check your [application status online](#) and calculate the approximate processing time by clicking [here](#) or you may access these features by visiting the Commission's website at www.ctc.ca.gov.

Please wait until the maximum processing time has passed before contacting the Commission regarding your application status. Applications are processed in the order in which they are received. Staff cannot search for pending applications or process applications out of order.

The Commission suggests you request a return receipt through the post office when you mail your application packet if you would like notice that your application was received by the Commission.

ONLINE CREDENTIAL VIEW AND PRINT PROCESS

Effective September 1, 2008, the Commission will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer be printing and mailing these documents. Instead, they will be available online to colleges, universities, employers, and document holders within 48 hours of issuance. At that time, the document may be printed off the Commission's website at www.ctc.ca.gov.

Be sure you have included the following items in your packet. Make sure all questions are answered and that the oath has been signed and dated. Incomplete applications will be returned to you.

- Completed application ([form 41-REN](#)) (Revision date may be no more than five years old.)
- Supporting materials, as applicable
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

Mail to:

Commission on Teacher Credentialing
P.O. Box 944270
Sacramento, CA 94244-2700





Personal and Professional Fitness Explanation Form

The Personal and Professional Fitness section of each application contains seven questions. If you answered yes to any of these questions, you must submit an Explanation Form **for each incident**, even if the incident was previously disclosed. If you are reporting convictions, each conviction must be disclosed on a separate explanation form.

Scope of Questions:

Questions a and e relate to actions by an employer.

Questions b and d relate to actions by a court or law enforcement agency.

Question c relates to actions by a court, law enforcement agency, or licensing agency regarding alleged misconduct that involved children or took place on school property.

Questions f and g relate to actions by a licensing agency.

Special note regarding criminal convictions or pending criminal charges:

You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

Using this form:

This form contains five sections. Determine which sections apply to each incident and complete the required information.

<i>If you answered yes to...</i>	<i>Complete the following section of this form...</i> <i>(click the section number to be transported to that section)</i>
Question a	Section 1
Question b	Section 2
Question c	Section 3
Question d	Section 4
Question e	Section 1
Question f	Section 5
Question g	Section 5

Section 1: Required information for yes answer to Personal and Professional Fitness Question a or e.

For question a, indicate the action taken:	
Dismissed	Effective date: _____
Retired	Effective date: _____
Resigned	Effective date: _____
Non-reelected	Effective date: _____
Suspended without pay	Effective dates: _____

For question e, describe the disciplinary action that is pending:

Name of employer at time of action or pending action:	
Address:	
Telephone number:	Contact person (if known):

Describe in detail the incident(s) that resulted in the above action or pending disciplinary action (attach additional sheets if necessary):

Provide available copies of the following documents regarding the above-action: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, and settlement agreements.

Section 2: Required information for yes answer to Personal and Professional Fitness Question b.

Date of conviction:
Date of offense:

List the code section(s) violated, including whether each count was a misdemeanor or a felony:

Location of offense:
Name of law enforcement agency:
Jurisdiction (name of court):

Convicted by:
Jury trial Guilty plea
Court trial No contest or nolo contendere plea

Sentence and conditions of probations, if any:

Describe the incident(s) leading to your arrest and conviction in detail (attach additional sheets if necessary):

Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.

Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.

Section 3: Required information for yes answer to Personal and Professional Fitness Question c.

Provide an explanation of inquiry or investigation:

What is the current status of the inquiry or investigation
Ongoing (when was the investigation started): _____
Completed (when): _____

Location:
Name of agency, department, or law enforcement agency conducting the inquiry or investigation:
Jurisdiction (name of court):

Were children involved:	No	Yes
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No	Yes
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

Section 5: Required information for yes answer to Personal and Professional Fitness Question f or g.

List the applicable license(s) or credential(s):
License number(s):

Action(s) taken:			
Private Admonition	Date:	_____	
Public Reproval	Date	_____	
Suspension	Dates:	_____	How Long? _____
Fine	Date:	_____	Amount? _____
Revocation	Date:	_____	
Denial of application	Date:	_____	
- Were you subsequently granted?	NO	YES	When? _____
Probation (provide the term)			

Other Explain:			

Agency's name:	
Address:	
Telephone number:	Contact person (if known):

Location of misconduct:

Were children involved:	No	Yes
If yes, indicate how:		

