

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

### Instruction and Information Sheet

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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 email address on your application form to receive the automated emails 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 email of an address change and include your full name, date of birth, and last four digits of your 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, Email 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 email address on your application form to receive the automated emails 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 the agency that submitted the application all information provided with applications submitted by you through that agency. 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 95811-4213 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 Professional Fitness Questions. Before granting your application, the Commission will review, your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, an international database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations.

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- It was a misdemeanor
- The conviction was for reckless driving or driving under the influence
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

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.



**Warning:** Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.

If you answer “yes” to a question, you must complete a [Professional Fitness Explanation Form](#) and provide all requested documentation.

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](http://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](http://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](http://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, including [Professional Fitness Explanation Form](#), as applicable
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

#### **Mail to:**

State of California  
Commission on Teacher Credentialing  
Attention: Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213