

State Of California  
Commission On Teacher Credentialing

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Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## FEE INFORMATION

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First-time applicants must submit an application packet that includes a completed application ([form 41-4](#)), a LiveScan ([form 41-LS](#)) receipt or two fingerprint cards (FD-258)\*, and all applicable processing fees. All checks and money orders should be made payable to the Commission on Teacher Credentialing or CTC.

Online renewal is required for all clear, professional, and professional clear credential types effective January 1, 2007. Online application is also required for all Certificates of Clearance\* effective July 1, 2007 for California residents. All online transactions are subject to a \$2.00 service fee in addition to the application fee noted below.

### Processing Fees

Initial or Subsequent Issuance (all types) ( <a href="#">form 41-4</a> ).....	\$55.00
Renewal (clear, professional, and professional clear must renew online; all others use <a href="#">form 41-REN</a> ) .....	\$55.00
Certificate of Clearance* .....	\$27.50
Duplicate ( <a href="#">form 41-DUP</a> ; no longer available as of June 1, 2008) .....	\$27.50
Replacement ( <a href="#">form 41-DUP</a> ; no longer available as of June 1, 2008) .....	No Charge
Name Change ( <a href="#">form 41-NC</a> ; not available online).....	\$27.50
Exchange of LDS or BCC ( <a href="#">form 41-4</a> ; not available online) .....	\$27.50
Request for Restriction Change ( <a href="#">form 41-4</a> ) .....	\$27.50
.....If applied for online, the fee is \$55.00 + \$2.00 service fee per credential	
Adding an Authorization to an Existing Credential/Permit ( <a href="#">form 41-4</a> ) .....	\$55.00
Certificate of Completion of Staff Development ( <a href="#">form 41-4</a> ; not available online) .....	\$45.00



## Fingerprint Fees

LiveScan Service ( <a href="#">form 41-LS</a> ) .....	Fees collected by LiveScan operator
Fingerprint processing fees (Card number: FD-258; Fee breakdown: DOJ=\$32.00/FBI=\$19.00) .....	\$51.00
First-time credential/certificate/permit application with fingerprint cards attached (\$55.00 + \$51.00).....	\$106.00
First-time Certificate of Clearance* with fingerprint cards attached (\$27.50 + \$51.00).. .....	\$78.50

\*Effective July 1, 2005, California residents do not have the option of submitting fingerprint cards. The California Department of Justice will only 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. Out-of-state and out-of-country applicants will use application [form 41-4](#) to apply for their Certificate of Clearance. All others must apply for the Certificate of Clearance online by visiting the Commission's website (click on *Direct Application [Non-Recommendation Only]*).

