

FEE INFORMATION

First-time applicants may 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. Some first-time applicants may also be eligible to apply using the Online Direct Application Process available on the Commission’s website. Click [here](#) for more information.

Online renewal is required for clear, professional, and professional clear credentials, as well as 30-Day Substitute Permits. The online application is also required for Certificates of Clearance for all California residents and Activity Supervisor Clearance Certificates. 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) ([form 41-4](#) or [Online Direct](#)).....\$55.00

(The application processing fee for the initial California credential is waived for out-of-state applicants who relocate to California due to orders received from a branch of the United States Armed Forces that require the applicant’s spouse to relocate to California; not available online. Fingerprint fees are still required. See credential leaflet [CL-892](#) for more information.)

Renewal (clear, professional, professional clear, 30-Day Substitute Permits, and Activity Supervisor Clearance Certificates must be renewed online; all others use [form 41-REN](#))..... \$55.00

Certificate of Clearance*\$27.50

Name Change ([form 41-NC](#); not available online)\$27.50

Request for Restriction Change ([form 41-4](#))\$27.50
If applied for online, the fee is \$55.00

Adding an Authorization to an Existing Credential/Permit ([form 41-4](#))\$55.00

Certificate of Completion of Staff Development ([form 41-4](#) or Online Direct)\$45.00



Fingerprint Fees

LiveScan Service ([form 41-LS](#))Fees collected by LiveScan operator

Fingerprint card processing fees (Card number FD-258)

Fee breakdown: CA Department of Justice=\$32.00/Federal Bureau of Investigation=\$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

* 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 using the Online Direct Application process available on the Commission's website (click here for the [Online Direct Application Site](#)).