



Personal and Professional Fitness Information Documentation Requirements

Note: During the Online Direct Application Process you will be asked a series of seven personal and professional fitness questions.

If you answer “yes” to any of these questions, you must submit a separate Personal and Professional Fitness Explanation Form ([OA-EF](#)) (pdf) for each incident, even if the incident was previously disclosed.

If you are disclosing a conviction, employer action, investigation, or adverse action that you have not previously disclosed to the Commission, you must submit the following documents:

<i>If you answered yes to...</i>	<i>Submit the following documents...</i>
<i>Questions a or e</i>	<ul style="list-style-type: none"> • 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.
<i>Questions b, c, or d</i>	<ul style="list-style-type: none"> • 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).
<i>Questions f or g, and the licensing agency was not the Commission on Teacher Credentialing</i>	<ul style="list-style-type: none"> • A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.
<i>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.</i>	