

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, California 95814-4213



DATE: December 11, 2003 03-0029

TO: School District Superintendents and County Offices of Education
Superintendents

FROM: Sam W. Swofford, Ed.D.
Executive Director

SUBJECT: **Personal and Professional Fitness Question on Credential
Applications**

The current credential application forms available from the Commission, including the applications for a Credential Authorizing Public School Service (Form 41-4), Credential Authorizing Public School Service (for college and university use only) (Form 41-IHE), and Renewal and Reissuance of a Credential (Form 41-REN) contain Question No. 4c, which asks whether the applicant has ever been or is currently the subject of any inquiry or investigation by any licensing agency or law enforcement agency in California or any other state.

The application forms have been modified, and new application forms will be available as inventory of prior versions of the forms is exhausted. The new forms will contain a new Question No. 4c, which reads as follows:

4c. 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 of any 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*?

Until the new modified forms are available for use, please advise all applicants utilizing Forms 41-4, 41-IHE, and 41-REN that they may answer Question 4c as if it were written as shown above; that is, they may limit the disclosure of any past inquiries or investigations by state or federal law enforcement agencies or licensing agencies in California or any other state to those inquiries or investigations regarding alleged misconduct that involved *children* or took place on *school property*.

The on-line applications available at www.ctc.ca.gov have been modified to reflect the change discussed above.

If you have any questions concerning Question No. 4c, please contact the Division of Professional Practices at (916) 445-0243.