

COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, CA 95814-4213
(916) 445-0184

**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: September 18, 2005 05-0015

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

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

SUBJECT: New Combined Application for Certification and Character and Identification Clearance

In an effort to streamline the Commission's processing system, the Commission has developed a revised application form (41-4 updated 7/05) that combines the credential application with the Character and Identification Clearance form (41-CIC). An applicant for a Certificate of Clearance may now use the new 41-4 by simply marking the Certificate of Clearance box under Section 2 and completing the personal information in Section 1, the character and fitness questions under Section 4 and the oath and affidavit. The Livescan receipt (41-LS) should accompany the application along with the current processing fee.

The new application will be available online on October 3, 2005. We expect to start shipping the revised application form around October 11, 2005. The Commission has 41-CICs in stock and will continue to supply these forms until the supply is exhausted. Colleges and universities, county offices of education and school districts may continue to order 41-CICs until supplies are exhausted. The 41-CIC will be accepted until April 1, 2009. At that time we will only accept 41-4's. To order supplies please contact CAWorders@ctc.ca.gov

If you have further questions about this change, please contact Information Services toll-free at (888) 921-2682 between 12 noon and 4:45 pm weekdays or by e-mail at credentials@ctc.ca.gov.