

**COMMISSION ON TEACHER CREDENTIALING**

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: September 21, 2006 06-0013

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

FROM: Dale A. Janssen  
Interim Executive Director

SUBJECT: Certificate of Clearance Fee

The Commission's application processing fee for a Certificate of Clearance is twenty seven dollars and fifty cents (\$27.50). Once the Certificate of Clearance is granted, fees paid become available to the applicant to use towards the payment of a future application fee. The Commission's current practice is to allow applicants to apply the Certificate of Clearance fee toward any credential, certificate, or permit; however, California Code of Regulations, Title 5 Section 80028(b) states that the Certificate of Clearance fee shall apply toward the issuance of the initial credential.

In order to align practice with the regulations, effective January 1, 2007, the applicant must use the Certificate of Clearance fee toward the initial credential only.

If the applicant does not use the Certificate of Clearance fee with the initial application, the fee is deemed earned upon receipt and will not be refunded, per California Code of Regulations, Title 5 Section 80487(b).

**Questions**

Should you have questions about the Commission's fee policy, please call Information Services at 1-888-921-2682 Monday through Friday between 1:00 PM to 4:45 PM or email [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).