

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

September 4, 1998

98-9815

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

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

SUBJECT: **Credential Fee Reduction Effective October 1, 1998**

Senate Bill 1564 (Schiff), a component of the 1998-99 State budget, was signed by Governor Wilson on August 21, 1998. The Commission is moving as expeditiously as possible to implement one feature of the legislation that mandates a reduction in credential fees. The new fees will be \$60 for credential and permit applications except that the fee for emergency substitute permits will be \$55. The reduced fees will apply to credentials and permits with an issuance date of October 1, 1998 or after. The new fees will remain in effect until June 30, 2000.

The reduced fees affect the amount the Commission collects for other documents as stated in California Code of Regulations, Title 5, Section 80487. The following fee schedule will apply to credentials and permits with an issuance date of October 1, 1998 or after.

Application Type	Fee
Application processing fee for each credential or permit requested, except the Emergency 30-Day Substitute Permit, Emergency Designated Subjects Vocational Education 30-Day Substitute Teaching Permit, Emergency Substitute Teaching Permit for Prospective Teachers and Emergency Career Substitute Teaching Permit.	\$60.00
Emergency 30-Day Substitute Permit, Emergency Designated Subjects Vocational Education 30-Day Substitute Teaching Permit, Emergency Substitute Teaching Permit for Prospective Teachers and Emergency Career Substitute Teaching Permit	\$55.00
Certificate of Clearance	\$30.00
Request for a Duplicate	\$30.00
Request for a Name Change	\$30.00
Request for Restriction Change	\$30.00
Exchange of LDS or BCC (must send original certificate) for CLAD or BCLAD	\$30.00
Credential Waivers	\$60.00

A complete listing of the Commission's fee schedule (CL-659) is attached to this correspondence.

The fingerprint fees charged by the Department of Justice and Federal Bureau of Investigation is not effected by this fee reduction.

For further information please contact the Commission's Information Services Office at (916) 445-7256 or visit the Commission's Web page at www.ctc.ca.gov or contact us by e-mail at credentials@ctc.ca.gov.

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**FEE INFORMATION
 (Effective 10-1-98)**

California regulations authorize the California Commission on Teacher Credentialing to collect fees when issuing certification documents to California educators*. These regulations further state that application fees are considered earned upon receipt and **SHALL NOT BE REFUNDED**.

The credential application and fee will remain valid for a one-year period only. The following fees should be submitted in the form of a personal check if the application is being submitted directly to the Commission, or a certified check or money order if applying through another agency. **Checks are to be made payable to the Commission on Teacher Credentialing.**

Individuals applying for their first issuance or renewal of a day-to-day substitute permit , including the Emergency 30-Day, Designated Subjects Vocational Education Emergency 30-Day, Emergency Career Substitute, and Emergency Substitute Permit for Prospective Teachers must submit:	
• application processing fee for each permit requested.....	\$55.00
and , if fingerprint and character and identification clearance materials have not previously been submitted to the Commission, applicants must also submit:	
• fingerprint cards processing fee through California Department of Justice**	\$32.00
• fingerprint cards processing fee through Federal Bureau of Investigation**	\$24.00

Individuals applying for their first credential or permit (other than a day-to-day substitute permit) through the California Commission Teacher Credentialing must submit:	
• application processing fee for each credential requested.....	\$60.00
• fingerprint cards processing fee through California Department of Justice**	\$32.00
• fingerprint cards processing fee through Federal Bureau of Investigation**	\$24.00
TOTAL	\$116.00

Individuals applying for renewal of their credential or permit (other than a day-to-day substitute permit) previously issued by the California Commission on Teacher Credentialing must submit:	
• application processing fee for each credential requested.....	\$60.00

Individuals applying for a new type of credential or permit (other than a day-to-day substitute permit) and who have already received fingerprint and character and identification clearance from the Commission must submit:	
• application processing fee for each credential requested.....	\$60.00

Individuals applying for authorization to complete student teaching or other supervised fieldwork in California schools (Certificate of Clearance) must submit	
• application processing fee.....	\$30.00
• fingerprint cards processing fee through California Department of Justice**	\$32.00
• fingerprint cards processing fee through Federal Bureau of Investigation**	\$24.00
TOTAL	\$86.00

Applicants submitting a Certificate of Eligibility with an application for an Administrative Services or Education Specialist Credential must submit:	
• application processing fee for new document.....	\$30.00

Applicants submitting a Subject-Matter Assessment score as a requirement for a credential:	
• for each subject to be initially listed on a Multiple or Single Subject Teaching Credential based on the passage of one or more examinations if all applicable examinations were passed prior to Oct. 26, 1996	\$30.00
(note: if any section of the examination was passed 10-26-96 or later no exam fee is necessary)	
• for applicants who elect to verify the teaching of reading requirement for the Single or Multiple Subject Teaching Credential by submitting a passing score on Praxis Series Subject Assessment entitled "Introduction to the Teaching of Reading" if the examination was passed prior to Oct. 26, 1996	\$30.00

Other Services:	
Request for Duplicate (use form CL-566)	\$30.00
Request for Name Change (use form CL-541).....	\$30.00
Request for Restriction Change.....	\$30.00
Exchange of LDS or BCC (must send original certificate) for CLAD OR BCLAD.....	\$30.00

* Title 5, California Code of Regulations, §80487

** Fees for fingerprint card processing are determined by the agencies that complete the fingerprint clearance process.