



## 15-DAY NOTICE

**DATE:**

July 27, 2015

**TO:**

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

**FROM:**

Mary Vixie Sandy  
Executive Director  
Commission on Teacher Credentialing

**SUBJECT:** Notice of Modifications to the Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

The Commission on Teacher Credentialing (Commission) conducted a public hearing on February 13, 2015 regarding the proposed addition and amendments to Title 5 of the California Code of Regulations (CCR) pertaining to a complete paper application packet. A 15-Day Notice was distributed on March 2, 2015 regarding modifications to the proposed regulation addition and amendments. The 15-Day Notice period began on March 3, 2015 and ended on March 17, 2015. **Notice is Hereby Given**, pursuant to the requirements of Government Code §11346.8(c), that the Commission has proposed the following Supplement to the Initial Statement of Reasons and has placed additional documents into the rulemaking file. Any person who wishes to comment on the proposed modifications may do so by submitting written comments postmarked beginning July 28, 2015 to August 11, 2015 to the person indicated on the response form attached to this 15-Day Notice.

**Note:** Any written comments are to be restricted to the recent modifications to the enclosed language. The Commission is not required to respond to comments received in response to this notice on other aspects of the proposed regulations. All written comments received or postmarked by August 11, 2015, **which pertain to the modified** text of the proposed regulations provided in this notice will be reviewed and responded to by Commission staff as part of the compilation of the rulemaking file.

## DIVISION VIII OF TITLE 5 CALIFORNIA CODE OF REGULATIONS

### Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

#### Supplement to the Initial Statement of Reasons

At the request of the Office of Administrative Law (OAL), this Supplement to the Initial Statement of Reasons provides additional rationale and modifications to regulation text pertaining to the proposed amendments and addition of 5 California Code of Regulations (CCR) §80001 and §80002 for the identified subsections to comply with Government Code §11346.2(b)(1).

#### **§80001**

#### ***Application for Credential Authorizing Public School Service (Form 41-4)***

#### **Section 4. Professional Fitness Questions**

- The requirement that the applicant indicate whether they have ever held a credential or license authorizing them to serve in public schools in another state was removed because the information needed by the Commission is already available through other sources. Asking if an applicant held a credential or license in another state does not further assist in the Commission’s review of professional fitness because self-disclosure in questions a, c, e, and f, fingerprint history, and the National Association of State Directors of Teacher Education and Certification (NASDTEC) database, which discloses adverse action imposed by other states’ educator licensing agencies, all give the Commission sufficient information to determine the professional fitness of applicants who have held credentials or licenses in other states.
- The language “Before granting your application, the Commission will review, at a minimum,” followed by a list of items the Commission uses as sources was added to encourage disclosure by informing applicants of the various sources of information available to the agency. It serves to remind individuals that the Commission is a licensing agency and therefore is privy to a broader range of information than would be available to an employer. The Commission uses information from these sources to evaluate each applicant’s professional fitness before issuing a credential. Providing this list may remind some applicants of older convictions or past misconduct and thereby prevent a failure to disclose, which could result in denial of the application.
- The phrase “You must disclose misconduct, even if:” has been amended to read “You must disclose convictions, even if:” for clarity as it pertains to convictions of any felony or misdemeanor.
- **Question c** – Changing the requirement that applicants disclose whether they are currently the subject of any inquiry or investigation by **any** law enforcement agency was

done to provide additional clarity for applicants. Some applicants indicated that they were confused by this question as written because they were the subject of review by local law enforcement rather than state or federal law enforcement. These applicants were reading the question too literally. This revision clarifies that this question pertains to any law enforcement agency, not just law enforcement at the state or federal level.

- **Questions e and f** – The qualifying phrase “for cause” was deleted from these questions as the term is redundant. Everything listed is an adverse action and therefore can only have been imposed “for cause.” The “for cause” language has caused some applicants to question what constitutes “cause.” It has also led some applicants to disclose information that was not required. For example, retirement due to a medical “cause” is not an adverse action and should not be disclosed; however, such retirements have been disclosed by some applicants due to a misunderstanding of the “for cause” language.

***Application for Credential Authorizing Public School Service, Instruction and Information Sheet (41-4 INSTRUCTIONS):***

**Fees – Page 2**

The sentence “A service charge of \$20 will be assessed for a check that does not clear the bank and your credential may be voided until all fees due are paid in full” was added as \$20 is the amount the Commission is charged when an item is returned by the bank with insufficient funds.

**Privacy – Page 3**

The phrase “With the exception of your SSN and home address” was deleted from this section as it refers to the past practice of printing this information on official paper copies of credentials that were mailed to educators. This no longer applies because official hard copies of credentials are no longer printed.

**Professional Fitness Questions – Page 3**

The language “Before granting your application, the Commission will review, at a minimum,” followed by a list of items the Commission uses as sources was added to encourage disclosure by informing applicants of the various sources of information available to the agency. It serves to remind individuals that the Commission is a licensing agency and therefore is privy to a broader range of information than would be available to an employer. The Commission uses information from these sources to evaluate each applicant’s professional fitness before issuing a credential. Providing this list may remind some applicants of older convictions or past misconduct and thereby prevent a failure to disclose, which could result in denial of the application.

**Professional Fitness Questions – Page 4**

- The phrase “You must disclose misconduct, even if:” has been amended to read “You must disclose convictions, even if:” for clarity as it pertains to convictions of any felony or misdemeanor.

- The instructions reading “Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation” and the list of court documents regarding answering “yes” to questions b, c, or d were removed as no longer necessary. The current application form requires that a Professional Fitness Explanation Form (OA-EF) be completed when the applicant discloses misconduct. Instructions on how to complete Form OA-EF are given on the form itself. Additionally, Form OA-EF has specific fields in which to indicate the location of the offense, name of the law enforcement agency, and name of the court for each question involving criminal misconduct. Also, if documents are requested by staff, the applicant is notified of the types of documents that need to be submitted.
- The lists of instructions that reference certain types of documents that must be included if an applicant answers “yes” to the professional fitness questions are being deleted to reduce redundancy and to make the instructions easier to read. This change eliminates unnecessary information for applicants who do not have any YES answers to the professional fitness questions. If an applicant answers YES to a professional fitness question, and is therefore required to complete a Form OA-EF, the instructions on the form will indicate what information is required. Applicants who do not need to complete Form OA-EF do not need this additional information. The instructions are streamlined so there is less likelihood that applicants will stop reading the instructions all together because they believe the information does not pertain to them.

#### **Applications Submitted by Individuals – Page 7**

The phrase “or the date the applicant meets all of the requirements for the credential, whichever date comes later” was added to the first paragraph in this section to harmonize with 5 CCR §80440(d).

#### **§80002**

**(a)(8)(B):** The provision that if more than one specific type of credential or permit is requested on one application form, the Commission will only evaluate the application for the first type of document selected was added to prevent delays in applicants receiving certification. A number of applicants new to California with multiple certifications from out-of-state will attempt to apply for multiple certifications on one application, unaware that only one type of credential can be requested per application, in spite of directions asking them to only choose one type. To avoid preventing the applicant from receiving any type of certification, the Commission will process the first type of certification indicated on the application.

**(e)(2):** This subsection was amended by adding reference to subsections (c) and (d) to the original phrase (a)(4) through (a)(9) to clarify that subsection (b) should be excluded from this paragraph as it is referenced in subsection (e)(1). A comma (,) was added after (a)(9) for correct grammatical context.

**Authority and Reference cited:** The reference to United States Code was removed as not applicable.

The entire rulemaking file, including this notice, is available for public inspection at the Commission's office located at 1900 Capitol Avenue, Sacramento, California from July XX, 2015 to August XX, 2015 between 8:00 am and 5:00 pm. Please ask for David Crable.

Attached is a copy of the entire text, clearly showing the deleted text in ~~double strike through~~ and the new proposed text in double underline. Single underline and strikeout is already noticed for the 45-day comment period and the public comment period closed on February 9, 2015.

**CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

**§ 80001. Definitions and Terms.**

For purposes of Division 8:

- (a) "Applicant" means any applicant for a credential issued by the Commission.
- (b) (1) "Application for a credential" includes an application for a credential, an application for a renewal or reissuance of a credential, an application to add new authorizations to an existing credential, or a request to take any special action in relation to the issuance of a credential.
- (2) "Application", "application form", and "application packet" includes the following forms, regardless of earlier revision dates cited throughout Division 8, Chapter 1 and 4:
  - (A) Application for issuance of a credential, extension of a credential, and added authorizations to an existing credential: Application for Credential Authorizing Public School Service (form 41-4, rev. 12/092014), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/092014) and ~~Personal and Professional Fitness Explanation Form (form OA-EF, 12/099/2013)~~ or the electronic versions available via the Commission's online recommendation, ~~and online direct application, and online renewal systems;~~ and online renewal systems;
  - ~~(B) Application for renewal or reissuance of a credential: Renewal and Reissuance Application (form 41-REN, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online renewal system.~~
- (c) "Chair" means the Chair of the Commission pursuant to Education Code Section 44218.

- (d) "Commission" means the Commission on Teacher Credentialing as established pursuant to Education Code Section 44210.
- (e) "Credential" means any credential, life diploma, permit, certificate, waiver, or document issued by, or under the jurisdiction of, the Commission which entitles the holder to perform services for which certification qualifications are required. The official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from the Commission's official website.
- (f) "Degree" means a baccalaureate or higher degree as specified in Education Code Section 44259(b)(1) earned through an approved college or university, regardless of its title, when the degree program contains no less subject matter preparation than a similar degree in a subject field other than professional education in the same institution.
- (g) "Denial" includes the denial of any portion of an application for a credential, even though the requested credential is issued or renewed.
- (h) "Executive Director" means the Executive Director to the Commission pursuant to Education Code Section 44220.
- (i) "Issuance" means the granting of a credential based upon the application for or renewal of that credential.
- (j) "Vice-Chair" means the Vice-Chair of the Commission.
- (k) "Professional" credential means a credential for which all statutory and regulatory requirements have been met, excluding credentials issued on partial, preliminary, or emergency bases. A "clear" credential means a professional credential as herein defined.
- (l) "Signature" or "signed" as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.
- (m) "Submitted" as used in this Chapter includes any documentation required by the Commission that is delivered in-person, via a delivery service or electronically.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44267.5, 44330 and 44332.5, Education Code.

**§80002. Complete Paper Application Packet.**

Only a complete paper application for certification will be processed by the Commission. A complete paper application must include subsections (a) through (d). Subsections (e) through (i) provide information related to the processing of paper applications.

(a) Each applicant for a credential not available for online renewal or online recommendation must submit a paper application form as defined in section 80001(b)(2) that includes the following:

(1) full legal name, including all former or maiden names;

(2) date of birth;

(3) Social Security Number:

(A) any applicant that does not possess a Social Security Number may include an Individual Tax Identification Number as an alternative;

(4) current mailing address, including either a post office box or street address, city, state, and zip code;

(5) California county and school district where employed, as applicable:

(A) every person applying for or holding a credential must notify the Commission in writing of any change to his or her county and/or school district of employment;

(B) applicants not currently employed in a California school may indicate "Not Applicable;"

(6) telephone number;

(7) applicant's email address;

(8) the type of credential, permit, or authorization sought:

(A) applicants seeking the issuance or reissuance of more than one type of credential or permit must submit a separate application form and application fee for each type of credential or permit;

(B) if more than one specific type of credential or permit is requested on one application form, the Commission will evaluate the application for the first type of document selected on the application form. Applicants will be sent a letter advising that each additional document sought requires the submission of a separate application, application fee, and supporting materials; and

(9) Oath and Affidavit section dated and signed under penalty of perjury, including the county and state where the application is signed.

- (b) Each application form must be accompanied by the appropriate application fee as specified in section 80487.
- (c) A criminal history record response from the fingerprint information specified in section 80442(a) and (c) must be received from the Department of Justice.
- (d) Appropriate documentation to verify the applicant's academic qualifications for the credential, permit, or authorization requested and professional fitness. This includes, but is not limited to:

  - (1) official transcripts, if required, as specified in section 80435, and
  - (2) disclosures of information required in explanation of any professional fitness question with a "Yes" answer on the application form.
- (e) Only complete applications for credentials will be processed by the Commission, as specified in section 80443(a)(2).

  - (1) Applications missing any of the items listed in subsections (a)(1) through (a)(3)(A) and subsection (b) will be deemed incomplete and will be returned.
  - (2) Applications missing any of the items listed in subsections (a)(4) through (a)(9), (c) and (d) may be rejected with an evaluation which sets forth the requirements that have not been met.
- (f) The Commission will notify an applicant regarding any additional documentation required for evaluation not initially submitted with the application.

  - (1) Application fees remain valid for sixty (60) days from the date of the notice to allow an applicant time to provide the requested additional documentation as specified in section 80487(e).
- (g) The processing time of fifty (50) business days for paper applications found in Education Code section 44350 in cases pursuant to subsection (f)(1) will commence upon receipt of the resubmitted complete application as specified in section 80443(a)(1).

  - (1) Processing time is the time necessary for the Commission to determine an applicant's eligibility for the document requested.
  - (2) The fifty (50) business day processing time for paper applications is not applicable when an application is subject to a fitness review by the Commission.

(h) Application fees are earned upon receipt of the application and may not be refunded or applied to a subsequent application as specified in section 80487(b).

(i) Every person applying for or holding a credential shall notify the Commission in writing, or by updating the educator's electronic record at the Commission, of any change to the information provided pursuant to 80002(a)(4) or (5) or (7).

Note: Authority cited: Section 44225, Education Code. Reference: Section 291, Penal Code; Section 1798.24, Civil Code; and Sections 44230, 44235, 44330, 44339, 44340, 44346.5, 44350, Education Code; and Section 552, United States Code.

## RENEWAL AND REISSUANCE APPLICATION

(For Privacy Act Notification See [Instructions](#))

Mail to:  
STATE OF CALIFORNIA  
COMMISSION ON TEACHER  
CREDENTIALING  
Certification, Assignment and Waivers Division  
BOX 944270  
SACRAMENTO, CALIFORNIA 94244-2700

Appeal to \_\_\_\_\_

Route to \_\_\_\_\_

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Commission Use Only: Fee Information		
APP	FP	Other
CO Initials	Date	

CTC Use Only	IHE/County/District Use Only  Issuance Date: _____  E-Mail Address: _____
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### 1. PERSONAL INFORMATION (type or print)

<b>Social Security Number:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)	
<b>Applicant's Full Legal Name:</b>		
First	Middle	Last
<b>All Former/Maiden Name(s):</b>		<b>County of Employment:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Msg. Phone:</b>
<b>E-mail Address:</b>		

### 2. SELECT TYPE OF CREDENTIAL

<b>Substitute Permits</b>  <b>Visiting Faculty Permit</b>	<b>Provisional Internship Permits</b> <b>Multiple Subject</b> Specify Language for BCLAD  <b>Education Specialist</b>	<b>Single Subject</b> Specify Subject for Single Subject  Specify Language Other than English  Specify Language for BCLAD	<b>Emergency Permits</b>  <b>Limited Assignment</b> Specify Subject  <b>Child Development Permits</b>
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### EMPLOYING AGENCY INFORMATION

*Must only be completed for all credential, certificate and permit types where service is restricted to an employing agency.*

Provisional Internship Permit \_\_\_\_\_ Long-Term Emergency Permit \_\_\_\_\_

County CDS Code \_\_\_\_\_ School District CDS Code \_\_\_\_\_

Charter School/Non-Public School or Agency/Statewide Agency Name \_\_\_\_\_

*Applications for Provisional Internship Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day Substitute Teaching Permits), must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.*

### 3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.



### 3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION (cont)

I certify (or declare) that I have read the above and completed the following for this renewal of my professional clear credential:

I have completed \_\_\_\_\_ hours of professional growth activities

My Professional Growth Advisor is \_\_\_\_\_

Advisor's Name

Advisor's Phone Number

### 4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. ~~If you answer "yes" to any question, a full explanation is required, using a separate sheet of paper.~~ You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction. See the [instructions](#) regarding the required documents if you answer yes to any of the following questions.

~~Warning: Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.~~

<p>a. <del>Have you ever been dismissed, non-re-elected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p>b. <del>Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s). See <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p>c. <del>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 an 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?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. See <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p>d. <del>Are any criminal charges currently pending against you?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s). See <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p>e. <del>Is any disciplinary action now pending against you in any school district or with any other school employer?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action. See <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p>f. <del>Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching revoked and/or otherwise subjected to any other disciplinary action (including any action that was stayed) for cause in California or any other state or place?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. If the licensing agency was <b>not</b> the Commission on Teacher Credentialing, see the <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>

<p><del>g. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?</del></p> <p><del>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection. If the licensing agency was not the Commission on Teacher Credentialing, see the <a href="#">instructions</a> regarding submitting required documents.</del></p>	<p><del>Yes</del></p> <input data-bbox="1380 220 1437 283" type="checkbox"/>	<p><del>No</del></p> <input data-bbox="1477 220 1534 283" type="checkbox"/>
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**OATH AND AFFIDAVIT**

~~I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.~~

Date \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
~~Before submitting, please review the application for completeness.~~

## **RENEWAL & REISSUANCE APPLICATION (Form 41-REN)**

### **Instruction and Information Sheet**

This application may be used to renew emergency permits, Child Development Permits, and any other renewal that does not meet online renewal criteria. All clear, professional clear, and professional credentials must be renewed online and applications submitted to the Commission for those credential types will be returned to sender.

If you are employed on an emergency permit (other than a 30 Day Substitute Permit), a Provisional Internship Permit, or Visiting Faculty Permit, you must submit this application through your employing agency.

Print a copy of the completed application and keep it in your possession until your credential has been issued.

The Commission cannot accept application forms with revision dates more than five years old. Applications older than five years will be returned to sender.

Please complete all sections of the application accurately. All documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

*You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.*

### **PERSONAL INFORMATION**

Type or print all information requested on this application form. You are required to provide a social security number or federal tax identification number on your application pursuant to 42 USC §666 and California Family Code §17520. If not furnished, your application may be denied, delayed, or returned for completion. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, E-mail address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility.

*You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.*

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion.

You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811, (888) 921-2682, is responsible for the maintenance of this information.

## **TYPE OF CREDENTIAL**

Select the Type of Credential you are applying for by checking the appropriate box. If you do not find a box to match the type of credential you are applying for, simply write the requested credential type in any blank space on the front of the application.

## **CHILD DEVELOPMENT PERMIT RENEWAL – SELF-VERIFICATION**

If you are renewing a Child Development Permit, you may either complete the self-verification in this section or submit the Professional Growth Plan and Record Form with this application.

If you choose to self-verify the completion of your professional growth activities, you may be subject to an audit. If the audit determines that you did not complete the professional growth requirements, your credential will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record Form for one year following the submission of this application.

## **PROFESSIONAL FITNESS QUESTIONS / OATH AND AFFIDAVIT**

You are required to answer all questions in this section. If you answer “yes” to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

If you answered “yes” to questions **b, c, or d**, you must complete a [Personal and Professional Fitness Explanation Form](#) explaining each yes answer and include it with your application packet. **Applicants should use this form to explain criminal convictions.** Complete a separate form for each incident.

You must provide the following documents if you answered yes to questions **b, c, or d**:

- ▶ 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.)

If you answered “yes” to questions **a, e, f, or g**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.

You must provide the following documents if you answered “yes” to questions **a or c**:

- ▶ 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.

You must provide the following documents if you answered “yes” to questions **f or g** and the licensing agency was not the Commission on Teacher Credentialing.

- ▶ A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.

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.

*Oath and Affidavit:* Please complete this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

## **Additional Information**

### **FEES**

Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. A service charge will be assessed for a check that does not clear the bank.

The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential (viewable online at [www.ctc.ca.gov](http://www.ctc.ca.gov)) or an evaluation listing the requirements which have not been met for the requested credential. Once requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)

### **ISSUANCE DATES**

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the fee date the Commission received the application. The Commission will honor the issuance date established by the employing or recommending agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below.

If the application for renewal is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. If the application is for renewal and the application is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

## **~~APPLICATION SUBMISSION DEADLINE~~**

~~California Code of Regulations Title 5 §80440 (b) and (c), states that applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission. **Applications are processed in the order in which they are received.**~~

## **~~PROCESSING TIME~~**

~~California Education Code, Section 44350, sets a maximum processing time for completed applications of fifty (50) business days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day timeframe.~~

~~You may check your [application status online](#) and calculate the approximate processing time by clicking [here](#) or you may access these features by visiting the Commission's website at [www.etc.ca.gov](http://www.etc.ca.gov).~~

~~Please wait until the maximum processing time has passed before contacting the Commission regarding your application status. Applications are processed in the order in which they are received. Staff cannot search for pending applications or process applications out of order.~~

~~The Commission suggests you request a return receipt through the post office when you mail your application packet if you would like notice that your application was received by the Commission.~~

## **~~ONLINE CREDENTIAL VIEW AND PRINT PROCESS~~**

~~Effective September 1, 2008, the Commission will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer be printing and mailing these documents. Instead, they will be available online to colleges, universities, employers, and document holders within 48 hours of issuance. At that time, the document may be printed off the Commission's website at [www.etc.ca.gov](http://www.etc.ca.gov).~~

*~~Be sure you have included the following items in your packet. Make sure all questions are answered and that the oath has been signed and dated. Incomplete applications will be returned to you.~~*

- ~~Completed application ([form 41 REN](#)) (Revision date may be no more than five years old.)~~
- ~~Supporting materials, as applicable~~
- ~~[Processing fees](#) (see *Fee Information* leaflet [CL-659](#))~~

### **Mail to:**

Commission on Teacher Credentialing  
P.O. Box 944270  
Sacramento, CA 94244-2700

**DIVISION OF PROFESSIONAL PRACTICES  
PROFESSIONAL FITNESS QUESTIONS  
DOCUMENT SUBMISSION FORM**

Date: \_\_\_\_\_

To: Commission on Teacher Credentialing  
Division of Professional Practices  
1900 Capitol Avenue  
Sacramento, CA 95811  
dppinfo@ctc.ca.gov

From: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Re: **Document Submission Form**

SSN (last four): \_\_\_\_\_ DOB: \_\_\_\_\_ Maiden Name/AKA: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_ Payment Conf. #: \_\_\_\_\_

Employing Agency/District (at time of discipline action): \_\_\_\_\_

Current Employing Agency/District: \_\_\_\_\_

I am submitting the following documents that pertain to my “yes” answers regarding the Professional Fitness Questions (please check the following documents that apply):

Notice of Intent to Dismiss/Suspend

Statement of Charges/Accusation

Request for Hearing

Final Decision

Board Acceptance

CPS Report (other agencies)

Social Services Report

Case Number(s) \_\_\_\_\_

Other: \_\_\_\_\_

District Investigation Report

Copy of Signed Contract

Letter of Resignation/Retirement

Settlement Agreement

Explanation of Incident

Police, Sheriff's Report/Case # \_\_\_\_\_

Court Records/Case # \_\_\_\_\_

Licensing Agency Report: \_\_\_\_\_



## Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811-4213 (916) 322-6253 Fax (916) 445-0800 www.ctc.ca.gov

**Attn:** David Crable, Certification Division

**Title:** Notice of Modifications to the Proposed Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

**Sections:** 80001 & 80002

### Response to the Modifications to the Proposed Amendments

If you disagree with the Supplement to the Initial Statement of Reasons, modifications to the proposed amendments, or addition of documents, please return this response form to the Commission office, attention David Crable, at the above address postmarked no later than August , 2015.

1.  **No**, I do not agree with the modifications to the proposed amendments for the following reasons:

Personal opinion of the undersigned

Organizational opinion representing: (Circle One)

School District, County Schools, College/University, Professional Organization,  
Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Route to dc**