

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, ~~12/09-9/2013~~) or the electronic versions available via the Commission's online recommendation, and online direct application, 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.

This section clarifies the requirements for a complete paper application packet.

- (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). Only a completed application form for certification will be processed by the Commission. A completed application form must include 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) Application forms missing any of the items listed in subsections (a)(1) through (a)(3)(A) and subsection (b) will be deemed incomplete and will not be entered into an applicant’s file in the Commission database.

(2) Application forms missing any of the items listed in subsections (a)(4) through (a)(9) will be returned subsequent to academic evaluation requesting the additional information needed for a complete application.

(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; Sections 44230, 44235, 44330, 44339, 44340, 44346.5, 44350, Education Code; and Section 552, United States Code.

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

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

Mail application and payment to:
 STATE OF CALIFORNIA (check or money order) to:
 COMMISSION ON TEACHER CREDENTIALING
 Commission on Teacher Credentialing
 Certification, Assignment and Waivers Division
 BOX 944270 1900 Capitol Avenue
 SACRAMENTO, CALIFORNIA 94244-2700
 Sacramento, California 95811-4213

Appeal: _____

Route to: _____

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)

Social Security or Individual Tax ID Number:	Date of Birth: (mm/dd/yyyy)	
Applicant's Name:		
First	Middle	Last
All Former/Maiden Name(s):	County or District of Employment: <small>IHE/County/District Use Only</small>	
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Message Phone: <small>Issuance</small>
E-mail Address:		E-Mail Address: <small>CTC Use Only</small>

2. TYPE OF CREDENTIAL TYPE (choose only one type below) SELECT ONE OPTIONS: _____

<p>Substitute Permits (PT)</p> <p>_____</p> <p>Single Subject (Secondary Teaching)</p> <p>_____</p> <p>Specify Subject (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>_____</p> <p>Specify <u>World Languages Other Than English</u> (if applicable)</p> <p>_____</p> <p><input type="checkbox"/> English Learner Authorization Term _____</p> <p>BCLAD BILINGUAL AUTHORIZATION - Specify Language</p> <p>_____</p> <p>Multiple Subject (Elementary Teaching)</p> <p>_____</p> <p><input type="checkbox"/> English Learner Authorization Term _____</p> <p>BCLAD BILINGUAL AUTHORIZATION - Specify Language</p> <p>_____</p> <p>Education Specialist (Special Education)</p> <p>(If you are requesting more than one subject specialty area, enter it in <i>Comments</i>.)</p> <p>_____</p> <p>Specify <u>Disability Specialty Area</u></p> <p>_____</p> <p><input type="checkbox"/> English Learner Authorization Term _____</p> <p>Other Specialist Credentials</p> <p>_____</p> <p><input type="checkbox"/> <u>Added Authorizations (AASE)</u></p> <p>_____</p>	<p>English Learner Authorizations</p> <p>_____</p> <p>BCLAD BILINGUAL AUTHORIZATION - Specify Language</p> <p>_____</p> <p>Services Credentials</p> <p>_____</p> <p style="text-align: right;">Term _____</p> <p>Specify Other Health Services</p> <p>_____</p> <p>Child Development Permits (PK)</p> <p>_____</p> <p><input type="checkbox"/> School-Age Emphasis</p> <p>Designated Subjects (PW)</p> <p>_____</p> <p>Subject(s) _____ Term _____</p> <p>Supplementary Authorization(s) (PJ)</p> <p>_____</p> <p>Subject Matter Authorization(s)</p> <p>_____</p> <p style="text-align: right;">CTC Use Only</p> <p>Visiting Faculty Permit</p> <p>Specify Subject _____</p>
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3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher 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 at 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.

DECLARATION:

I certify (or declare) that I have read the above and completed the following for this renewal of my 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, you must complete the corresponding *Professional Fitness Explanation Form* 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.~~

~~Please check here if you have ever held a credential or license authorizing service in the public schools in another state.~~

State _____ Type of credential _____

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You receive a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: You will be required to sign your application under penalty of perjury; by doing so you are also stating:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- The Commission may reject your application if it is incomplete and it will be delayed;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential

<p>a. Have you ever been:</p> <ul style="list-style-type: none"> • <u>dismissed_or,</u> • <u>non-reelected_or,</u> • or-suspended without pay for more than ten days, or • <u>retired_or,</u> • <u>resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending?</u> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes	No
<p>b. 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?</p> <p>You must disclose:</p> <ul style="list-style-type: none"> • <u>all criminal convictions</u> • <u>misdemeanors and felonies</u> • <u>convictions based on a plea of no contest or nolo contendere</u> • <u>convictions dismissed pursuant to Penal Code Section 1203.4</u> • <u>driving under the influence (DUI) or reckless driving convictions</u> • <u>no matter how much time has passed</u> <p>You do not have to disclose:</p> <ul style="list-style-type: none"> • 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. • <u>Infractions (DUI or reckless driving convictions are <u>not</u> infractions)</u> <p>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 instructions regarding submitting required documents.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes	No
<p>c. Are you currently the subject of any inquiry or investigation by <u>any state or federal law enforcement agency or any licensing agency in California or any other state</u> 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?</p> <p>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 instructions regarding submitting required documents.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes	No
<p>d. Are any criminal charges currently pending against you?</p> <p>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 instructions regarding submitting required documents.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes	No
<p>e. Is any disciplinary action now pending against you in any school district or with any other school employer?</p> <p>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 instructions regarding submitting required documents.</p>	Yes	No
<p>f. 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, <u>or teaching revoked, denied, suspended, publicly reprovod,</u> and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?</p> <p>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 not the Commission on Teacher Credentialing, see the instructions regarding submitting required documents.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes	No

<p>gf. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, professional or vocational (not teaching or educational) license, or other document authorizing public school service or teaching, <u>revoked, denied, suspended, and/or rejected for cause otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?</u></p> <p>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 instructions regarding submitting required documents.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>Yes</p>	<p>No</p>
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5. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Report Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both tat imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

Before submitting, please review the application for completeness:

- 1) Personal information with correct SSN, date of birth, and email address filled in on page 1
- 2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
- 3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
- 4) Read and agreed to your responsibilities as a mandated reporter
- 5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.

Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission does not accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

6. 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 _____
(where you sign the form)

SIGNATURE OF APPLICANT _____



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

7. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code _____ School District CDS Code _____

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency, which Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Comments/Additional Subject Requests:

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE ([Form 41-4](#))

Instruction and Information Sheet

This application form may be used to apply for or renew any credential, certificate, or permit type, with the exception of variable term waivers. ~~Print a copy of the completed application and keep it with your records until your credential has been issued.~~ **A separate application form and fee is required for each credential for which you apply.**

~~A separate application form and fee is required for each credential for which you apply, whether you are submitting a paper application or an electronic application. If applying for your first credential and do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include fingerprint processing information with your application. There is a fee for processing fingerprint information through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). See the fee schedule (leaflet [CL-659](#)) to determine the correct amount.~~

APPLICATION FORM

You must use the current version of application form 41-4. It is available for download from the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Type or print all information requested on the application form. Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender ~~for completion applicant.~~ **It is advisable to print a copy of the completed application and keep it with your records until your credential is issued.** ~~The submission of the application and fee, whether paper-based or online, will result in either the issuance of a credential or an evaluation that details the requirements that have not yet been met for the requested credential. If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit the entire packet within 60 working days or a new processing fee will be required.~~

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.

~~The Commission cannot accept an application form with a revision date more than five years old. Applications older than five years will be returned to sender. Current versions of all application forms may be downloaded from the Commission's website at www.ctc.ca.gov.~~

~~You are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports (when applicable), and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.~~

~~If you are employed on an emergency permit (other than a 30-Day or Prospective Substitute Permit), Limited Assignment Permit, a Short-Term Staff Permit, Provisional Internship Permit, a Visiting Faculty Permit, a or one-year nonrenewable credential, or District Internship Credential you must apply through your employing agency.~~

~~If you are completing a professional preparation program at a California college or university through a Commission-approved program sponsor, the institution-program sponsor will initiate the application process by submitting the application to the Commission electronically on your behalf. If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us the Commission.~~

Supporting Documentation

Each time you submit a new application, you are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential. Transcripts or other supporting materials sent separately from the submission of an application and payment will be returned to the sender without further action. The Commission does not maintain pending files and cannot match pieces of an application that arrive separately.

All Supporting documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. The Commission does not maintain a file of all supporting materials sent with every application. Educators should retain a copy of each application and the related supporting materials submitted to the Commission for reference. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

Throughout these instructions, the use of the word Unless otherwise specified, the term "credential" shall mean any type of credential, certificate, or permit issued by the Commission, unless the specific title of the document is important.

FEES

Please refer to the Commission's fee schedule (Credential Leaflet CL-659) to determine the amount due. You may pay by check or money order, made payable to the Commission on Teacher Credentialing or CTC. Do not send cash. 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. 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. Applications submitted without the appropriate payment will not be processed and will be returned.

Following the submission of the application, fee, and supporting materials, the application will be evaluated to verify eligibility for the document requested. If your application or a letter is returned to you requesting additional information, you must follow the directions included, attach the requested documentation, and resubmit all items within 60 days of the date of the letter received or a new application fee is required.

Your application and fee remain valid for sixty (60) days (Reference: Title 5, California Code of Regulations, section 80487). Application fees are earned upon receipt and are not refundable. If you do not qualify for the credential type originally applied for, the fee cannot be used to apply for another credential type. If requirements for a document are met after the initial submission of an application, a new application and fee will be required.

PERSONAL INFORMATION

You are required to complete all the pertinent spaces in the Personal Information section, including your full legal name and list all former names, including your maiden name, if applicable. Type or print all information requested on this application form. Additionally, you are required to provide your full sSocial sSecurity nNumber (SSN) or federal Individual tTax iIdentification nNumber (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application may will be denied, delayed, or returned to you for completion. See Coded Correspondence 13-14 on the Commission's website for more information. 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.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. An address change may be completed online using the Educator Page button on the Commission's website to edit your personal profile.

Privacy

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~~ SSN, date of birth, address, ~~E~~ email address, and telephone numbers are used to provide proper identification of your file and, if necessary, 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, i~~Information displayed online regarding 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~~ the agency that submitted the application all information provided with applications submitted by you through ~~those agencies that agency~~. 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.~~

You have a right to review personal information maintained on you by ~~our agency~~ the Commission unless access is exempted by law. The Director of the Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811-4213, ~~(888) 921-2682~~, is responsible for the maintenance of this information.

TYPE OF CREDENTIAL

Use the drop down box next to **OPTIONS** to select the option appropriate to the purpose of the application. If an appropriate option is not listed, you can type in that space your reason for submitting the application. Select the ~~T~~type of ~~C~~credential you are applying for by using the drop-down selections below the heading. **A separate application form and fee is required for each type of credential for which you apply.**

If applicable, include the term, ~~any~~ subject(s) or specialty areas, emphasis, and supplementary or subject matter authorizations that may apply. If you do not find a box appropriate to the credential type you are requesting, you may write or type your request in ~~any available space on page 1 of the application or in~~ using the Comments section on page 4 of the application form.

Note: Abbreviations found on the application form following the title of credentials such as (PT) for Substitute Permit or (P6) for Administrative Services are for internal Commission use only.

RENEWALS: All ~~professional clear, clear, professional~~ credentials, and Emergency 30-Day Substitute Permits must be renewed online. Most ~~Child Development Permits may also be renewed online.~~ The processing time for credentials renewed online is approximately 10 working days.

PROFESSIONAL FITNESS QUESTIONS / OATH AND AFFIDAVIT

You are required to answer all ~~questions in this section~~ Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations. 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 misconduct, even if: a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

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.)~~
- ▶ ~~**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, c, 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.~~



Warning! Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. If you

answer “yes” to a question, you must complete a *Professional Fitness Explanation Form* and provide all requested documentation. 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.

CHILD ABUSE AND NEGLECT MANDATED REPORTING

Pursuant to Education Code section 44252, you must read this section and check the box “I agree” verifying that you understand your duties under the Child Neglect and Abuse Reporting Act (Penal Code §11164). Applications received by the Commission after January 1, 2015 must include the mandatory reporter acknowledgement or they will be returned to the sender for completion of this information.

Oath and Affidavit: OATH AND AFFIDAVIT

Please ~~e~~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.

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.etc.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.)~~

FINGERPRINT INFORMATION

California Residents:

~~If this is your first application for a credential, certificate, or permit, you will need to submit verification that you have had your fingerprints taken electronically by submitting a Live_Scan receipt with your application packet. A copy of the LiveScan form may be found on the Commission’s website at <http://www.etc.ca.gov/credentials/leaflets/41-LS.pdf>. Three copies of the form will be needed for the LiveScan operator. Effective July 1, 2005, California residents do not have the option of submitting fingerprint cards. A copy of the Live Scan form may be found on the Commission’s website at <http://www.etc.ca.gov/credentials/leaflets/41-LS.pdf>.~~

~~Three copies of the form will be needed for the Live Scan operator. A current listing of Live_Scan sites offering electronic fingerprint services is available to the public on the California Attorney General’s website at using this link: www.ag.ca.gov <http://ag.ca.gov/fingerprints/publications/contact.php>.~~

If you are renewing a document that has lapsed and have not held any valid document for more than 18 months, under current regulations you must repeat the fingerprinting process for the Commission before your document can be reissued. Please see Credential Leaflet CL-271 for more information on fingerprinting.

Out-of-State/Out-of-Country Residents:

If this is your first application for a credential and you reside outside of California, you will need to submit with your application packet verification that you have had your fingerprints taken electronically by submitting either a LiveScan receipt with your application packet or two fingerprint cards (FD-258) and the additional fingerprint processing fees. The California Department of Justice (DOJ) will accept fingerprint cards from the Commission for teachers only for educators who reside outside of California provided the teacher's home address is from another state or country.

~~California Penal Code Section 11102.1 precludes the Department of Justice (DOJ) from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller, or by an individual who is specifically exempt from the certification requirement. Individuals residing outside of California and applying for employment or licensure in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. Processing of fingerprint cards takes approximately one month after receipt by the Commission.~~

~~If you already have fingerprint clearance on file with the Commission, your credential will be available for viewing and printing on the Commission's website once it is granted. If you submit fingerprint cards with your application packet, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the DOJ and FBI for processing. When we receive clearance from both DOJ and FBI, your credential will be will be available for viewing and printing on the Commission's website. Fingerprint processing generally takes one month.~~

APPLICATION SUBMISSION DEADLINE

~~As indicated in California Code of Regulations Title 5 §80440 (b) and (c), 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.~~

PROCESSING TIME

~~Title 5, California Code of Regulations, Section 80443, sets a maximum processing time for completed applications of 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 restriction.~~

~~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.ctc.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.~~

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 date the Commission received the application.

Applications Submitted by Agencies

Pursuant to California Code of Regulations Title 5 section 80440(b) and (c), 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.

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 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 Submitted by Individuals

If an application for a first time or new type of application document is submitted directly to the Commission by an individual, the issuance date of the credential, certificate or permit will be the date the application was received by the Commission.

If the an application is for renewal of a document and the application 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. Applications for renewal may be submitted within one year of a document's current expiration date. If the an 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.

PROCESSING TIME

Applications are processed in the order in which they are received. Commission staff cannot search for pending applications and process applications out of order. You may check your application status online using the Educator Page on the Commission's website to determine date received by the Commission and calculate the approximate processing time for your application by clicking here.

Current law sets a maximum processing time for the evaluation of applications of 50 business days after the Commission receives a completed application. Applications delayed by a Commission appeal, Professional Practices review, or fingerprint processing are not subject to the 50-day restriction. Please wait until the maximum processing time has passed before contacting the Commission regarding your application status.

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. The Commission does not print or mail documents. The official record of credentials, certificates, and permits is available through an online view to colleges, universities, and employers through the Search for an Educator option on the Commission's Home page. Document holders may locate their file using the Educator Page function on the Commission's website. Documents are available for view within 3 business days of issuance. For directions on obtaining an unofficial copy of your document, you may use the link [How to Print Your Document](#) for assistance.

Before you seal the envelope, make sure you have enclosed:

For the first time California credential applicant, be sure you have included the following items. Make Be sure you have included the items listed below, all professional fitness questions are answered and that the oath and affidavit has been signed and dated. Incomplete applications will be returned to you the applicant.

- Completed application (~~form 41-4~~) (~~Revision date may be no more than five years old. you must use the current version of Form 41-4 available online at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>~~)
- ~~LiveScan receipt (form 41-LS) or, for out of state/country residents only, two fingerprint cards (FD-258)~~
- Exam score reports, when applicable
- Official transcripts and other necessary supporting materials, including *Professional Fitness Explanation Form*, as applicable
- Processing fees Full payment (see *Fee Information* leaflet [CL-659](#))

First-time California credential applicants must also include:

- Live Scan receipt (form 41-LS) or for out-of-state/country residents only, two completed fingerprint cards (FD-258)

For all other types of applications:

- ~~Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)~~
- ~~Official transcripts and/or other necessary materials when applicable~~
- ~~Processing fees (see *Fee Information* leaflet [CL-659](#))~~

Mail the completed application and payment to:

Commission on Teacher Credentialing
 Certification Division
 P.O. Box 944270-1900 Capitol Avenue
 Sacramento, CA 94244-2700-95811-4213



Personal and Professional Fitness Explanation Form

The Personal and Professional Fitness section of each application contains seven six questions. If you answered yes to any of ~~these~~ questions, you must submit an Explanation Form **for each incident**, even if the incident was previously disclosed. If you are reporting convictions, each conviction must be disclosed on a separate explanation form.

Scope of Questions:

~~Questions a and e relate to actions by an employer.~~

~~Questions b and d relate to actions by a court or law enforcement agency.~~

~~Question c relates to actions by a court, law enforcement agency, or licensing agency regarding alleged misconduct that involved children or took place on school property.~~

~~Questions f and g relate to actions by a licensing agency.~~

Special note regarding criminal convictions or pending criminal charges:

You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, 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 additional documentation. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

Warning: Failure to disclose any required information is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. Failure to submit the required explanation or documentation may result in your application being rejected.

Using this form:

This form contains five sections. Determine which sections apply to each incident and complete the required information.

<i>If you answered yes to...</i>	<i>Complete the following section of this form...</i> <i>(click the section number to be transported to that section)</i>
Question a	Section 4- <u>A</u>
Question b	Section 2- <u>B</u>

Question c	Section 3 <u>C</u>
Question d	Section 4 <u>D</u>
Question e, f	Section 4 <u>E</u>
Question f	Section 5
Question g	Section 5

Section 1A: Required information for yes answer to ~~Personal and Professional Fitness~~ Question a ~~or e~~.

NOTE: You must provide copies of the following documents regarding the action below: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.

For question a, indicate the action taken:	
<input type="checkbox"/> Dismissed	Effective date: _____
<input type="checkbox"/> Retired	Effective date: _____
<input type="checkbox"/> Resigned	Effective date: _____
<input type="checkbox"/> Non-reelected	Effective date: _____
<input type="checkbox"/> Suspended without pay	Effective dates: _____

For question e, describe the disciplinary action that is pending:

Name of employer at time of action or pending action:	
Address:	
Telephone number:	Contact person (if known):

Describe in detail the incident(s) that resulted in the above action or pending disciplinary action (attach additional sheets if necessary):

Provide available copies of the following documents regarding the above action: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, and settlement agreements.

Section 2B: Required information for yes answer to Personal and Professional Fitness Question b.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.

Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.

Date of conviction:
Date of offense:
List the code section(s) violated, including whether each count was a misdemeanor or a felony:

Location of offense:
Name of law enforcement agency:
Jurisdiction (name of court):

Convicted by:	
<input type="checkbox"/> Jury trial	<input type="checkbox"/> Guilty plea
<input type="checkbox"/> Court trial	<input type="checkbox"/> No contest or nolo contendere plea

Sentence and conditions of probations, if any:
--

Describe the incident(s) leading to your arrest and conviction in detail (attach additional sheets if necessary):

~~Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.~~

~~Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.~~

Section 3C: Required information for yes answer to Personal and Professional Fitness Question c.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Provide an explanation of inquiry or investigation:

What is the current status of the inquiry or investigation
<input type="checkbox"/> Ongoing (when was the investigation started): _____
<input type="checkbox"/> Completed (when): _____

Location:
Name of agency, department, or law enforcement agency conducting the inquiry or investigation:
Jurisdiction (name of court):

Were children involved: No <input type="checkbox"/> Yes <input type="checkbox"/>

If yes, indicate how:

Did the incident(s) occur on school grounds:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

Section 4D: Required information for yes answer to ~~Personal and Professional Fitness~~ Question d.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

List the pending charges, including whether each count is a misdemeanor or felony:

In what jurisdiction (court) are the charges pending?
Date(s) of alleged criminal conduct
Name of arresting or investigating agency:

Were children involved:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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Revocation	Date: _____
Denial of application	Date: _____
Were you subsequently granted? NO <input type="checkbox"/> YES <input type="checkbox"/>	When? _____
Probation (provide the term)	

Other Explain:	

Agency's name:	
Address:	
Telephone number:	Contact person (if known):

Location of misconduct:

Were children involved:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

~~Provide a copy of any documents provided to you by the agency that took the above-described action.~~

Mail all documents to:
Commission On Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95811-4213

Please use the following “DPP Document Submission Form,” which will assist DPP staff in processing your application in a timely fashion.

50-day deadline does not apply: Education Code section 44350 requires the Commission to process an application within 50 business days of receipt. The timeline pertains to all applications whether submitted online or by paper through the U.S. mail. The only exceptions to the 50-day processing timeline are applications submitted by individuals who must undergo a professional fitness review.