

COMMISSION ON TEACHER CREDENTIALING

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: September 21, 2006 06-0012

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

FROM: Dale A. Janssen
Interim Executive Director

SUBJECT: Change in Processing Credential Applications

The Commission's application processing fee is fifty five dollars (\$55.00). The Commission's current practice is to either grant a credential based on that fee or return the application requesting additional documentation, allowing the fee to remain valid for one year from the submission date. California Code of Regulations, Title 5 Section 80487 states that an applicant must qualify for the credential being requested at the time the application is submitted.

In order to align practice with the regulations, effective January 1, 2007, the applicant shall receive **either** a credential or an evaluation which sets forth the requirements which have not been met for the requested credential. When the applicant completes the requirements noted on the evaluation and resubmits an application, a new application processing fee will be required.

If an application packet was returned for additional documentation but the applicant met all of the qualifications for a credential at the time the application was originally submitted, no new or additional fee shall be charged if such verification or documentation is submitted to the Commission within one year. If it has been determined that the applicant does not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type.

Application fees are deemed earned upon receipt and shall not be refunded even if the applicant does not qualify for the credential or subsequently finds a reportedly lost or destroyed document.

Questions

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