

COMMISSION ON TEACHER CREDENTIALING


1812 9TH STREET
SACRAMENTO, CA 95814-7000

OFFICE OF THE EXECUTIVE SECRETARY

July 22, 1991

91-9113

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

FROM:  Philip A. Fitch, Executive Secretary

SUBJECT: Revised Credential Application Form

Enclosed is a copy of our newly-revised *Application for Credential Authorizing Public School Service* (form 41-4). The form is designed so that some applicants will be able to fill it out without reading the instruction and information pages at all, while others will need to read just the sections that apply to them. However, we consider the information important and recommend that every applicant read the entire instructions section so that they understand not only how to fill out the application, but also what their responsibilities are when they apply for a credential.

DISTRIBUTION OF THE REVISED APPLICATIONS

Within the next two weeks, we will be distributing a supply of these forms to institutions of higher education with Commission-approved programs, county offices of education, and the 100 largest school districts in the state. Smaller districts may request a supply either from us or from their county office, according to their usual procedure.

When you get your supply of new applications, please throw all of the old ones away. Beginning with filing date August 15, 1991, we would like to see nothing but the revised form.

THE MAJOR CHANGES

Many of the revisions were made to adapt the application to our Credential Automation System (CAS). For example, the personal information at the top of page 1 is now in the order Cashiering uses when they enter the

application into CAS. Credential analysts in several colleges and universities, county offices of education, and school districts were asked to comment on the changes and their suggestions were incorporated into the final draft.

One of the most important changes concerns colleges and universities that recommend candidates for credentials. *The recommendation statement has been removed from the 41-4 entirely* and replaced by the separate form which is attached (41-REC). You may make copies of the form exactly as it is; you may put it on NCR paper so that you can easily keep a copy for your records; or you may adapt it to whatever computer program you have so that you can generate the information at the push of a button. If you are going to generate your own form, please follow our format, including the order of the information, as closely as possible. Remember that it must be in the form of a recommendation ("I have reviewed... and certify...") and there must always be an authorized signature at the bottom. If you would like us to take a look at your version of the recommendation before you put it into service, we would be happy to do that. Send it to the attention of CERTIFICATION SUPPORT.

FURTHER REVISIONS

No form is ever perfect and our needs have a tendency to change, so if you have suggestions for improvements, please write to the attention of CERTIFICATION SUPPORT. If you have questions about how to fill out the form, call our Information Services Office in the afternoon at (916) 445-7254 and select the menu choice that allows you to talk to a Certification Officer. Thank you.

RECOMMENDATION FORM (41-REC)

To be completed by a California college, university, or assessment agency with a Commission-approved program and submitted to the Commission on Teacher Credentialing with the application form (41-4) and appropriate fees.

Recommending Institution/Agency: _____

Name of Applicant: _____ SSN: _____

Type of Credential/Certificate: _____

Term of Credential/Certificate:

- Clear
- Professional
- Professional Clear
- Preliminary
- Internship

Completion Date of Program or Assessment: _____

For Internship -- beginning date of service: _____

Employing District: _____ CDS Code: _____

Employing County: _____ CDS Code: _____

AS THE AUTHORIZED REPRESENTATIVE OF THE RECOMMENDING AUTHORITY, I HAVE REVIEWED THE APPLICANT'S CREDENTIAL APPLICATION, PREPARATION, AND/OR EXPERIENCE AND CERTIFY THAT THE APPLICANT:

- has completed the requirements checked below for the Multiple or Single Subject Teaching Credential:
 - Baccalaureate or higher degree
 - CBEST (verification transcripts attached/previously submitted)
 - Professional Preparation Program (except student teaching)
 - Student Teaching course # _____ /equivalent experience (verification attached)
 - Subject Matter Examination (score report attached/previously submitted)
 - Approved Subject Matter Program in the subject(s) of _____

Reading Methods course # _____ /NTE Examination

U.S. constitution course # _____ /College-level Examination

Health Education course # _____

Special Education (mainstreaming) course # _____ /equivalent

Computer Education course # _____ /equivalent

Fifth Year of Study

- has completed all requirements for the credential named above (other than the Multiple or Single Subject), including, as applicable:

CBEST (verification transcripts attached/previously submitted)

Field Work course # _____ /equivalent experience (verification attached)

Special Education (mainstreaming) course # _____ /equivalent

- has successfully completed the assessment for the certificate named above.

Language for the Bilingual Certificate of Competence _____

Signature: _____ Date: _____

Name and Title: _____