

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

Box 944270 (1900 Capitol Avenue)  
Sacramento, California 94244-2700  
(916) 445-7254  
www.ctc.ca.gov  
credentials@ctc.ca.gov



## OFFICE OF THE EXECUTIVE DIRECTOR

Date: August 23, 1999 #99-9919

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

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

Subject: Application Fee Waiver for First-Time Credential Applicants for Multiple Subject, Single Subject, Education Specialist, and Specialist Credentials

The 1999-2000 Budget Act appropriated \$1.5 million to the California Commission on Teacher Credentialing to waive application fees for first-time applicants of multiple subject, single subject, special education and specialist credentials. The fee waiver applies to both California-prepared applicants and teachers prepared outside of California. The Commission will waive the fee for applications that are received by the Commission between July 1, 1999 and June 30, 2000. For applications that have already been received, the Commission will issue a refund to the applicant. This correspondence is to alert colleges and universities, county offices of education and public school districts that applicants applying for the first time for the credentials listed below do not need to submit the \$60.00 application fee.

**Types of Credentials**

The following credentials will be exempt from the \$60.00 application fee:

- Multiple Subject Teaching Credential
- Single Subject Teaching Credential
- Education Specialist
- Specialist in Agriculture
- Specialist in Bilingual Cross-Cultural Instruction
- Specialist in Early Childhood Education
- Specialist in Gifted
- Specialist in Health Science
- Specialist in Mathematics
- Specialist in Reading and Language Arts
- Specialist in Special Education

The fee waiver applies to applicants for a one-year nonrenewable (OYNR), preliminary or professional clear credential including out of state applicants applying under Education Code Section 44275.3 (AB838 Pacheco). It does not apply to applicants for internships, emergency permits and credential waivers, nor to people upgrading from the OYNR to preliminary or preliminary to professional clear.

### **Submission Process**

When submitting applications that qualify for the fee waiver, please write "Fee Waiver" on application 41-4 above the box identified for the bar coded label and do not attach the application fee. This will alert the Commission's Cashiering Unit that a \$60.00 fee should not accompany this application. **Fingerprint processing fees of \$56.00 are still required when fingerprint cards are included with an application.**

### **Refund Process**

The Commission will refund the \$60.00 application fee to those individuals qualifying for the fee waiver who submitted their application on or after July 1, 1999 and before September 1, 1999. It is currently taking twelve weeks to process applications, therefore the Commission will not begin processing these refunds until October 1999. The Department of General Services processes the Commission's refunds and the State Controller's Office issues the checks, which normally takes four weeks. Applicants who paid the fee should not anticipate receiving the refund until December 1999.

### **Information**

For further information, contact the Commission at (916) 445-7256 between 8:00 a.m. and 5:00 p.m., weekdays or by e-mail at <credentials@ctc.ca.gov>.