

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

Date: October 14, 1999 99-9924

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

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

Subject: Renewal and Reissuance Application (Form 41-REN)

The Certification, Assignment and Waivers (CAW) Division is in the process of reviewing all of its procedures with the intent to reduce paperwork for both the Commission's constituent agencies and the Commission. A focus group, which met during April 1999, informed the CAW staff that expediting the process of renewing applications would reduce the need for Temporary County Certificates. At the September Commission meeting, Don Currier, Director of CAW, informed the Commission that CAW's goal is to process renewal applications within ten working days of receipt of the application. For applications that are submitted directly by applicants, the goal is to process them within 30 working days of receipt at the Commission. Applications, except renewals, submitted by districts, county offices of education and institutions of higher education should be processed within 60 days of receipt at the Commission.

To assist the Division in meeting these processing goals, staff developed a Renewal and Reissuance application (41-REN) with input from constituents. Attached is a copy of the renewal application form. This application can be used for the renewal of clear, professional and professional clear credentials and for the reissuance of emergency permits, including 30-day Substitute Permits. Requests for all other documents must be submitted on the Application for Credential Authorizing Public School Service (Form 41-4). Only applications that are submitted on the renewal application form (41-REN) will qualify for priority handling. The 10-day goal is for renewal and reissuance applications only.

The new renewal application form also introduces a new method for the renewal of professional clear credentials. Section three of the renewal application allows an applicant for the renewal of a professional clear credential to self-verify completion of professional growth and service requirements. The applicant must state the number of hours of professional growth activities and days of successful

service (as applicable). The applicant must also list his or her professional growth advisor and a telephone number for contacting the advisor.

The applicant who self-verifies is no longer required to submit the Professional Growth Plan and Record form and Verification of Successful Service (if applicable) form. The applicant who self-verifies will only need to submit a completed renewal application form with the appropriate fee. Applicants applying under the self-verification option may be subject to an audit. If the audit determines that he or she did not complete the professional growth requirements, the credential will not be renewed and the individual may be subject to adverse action on other credentials that are currently held.

To order a supply of these renewal application forms, contact the Certification Support Unit at (916) 445-5941. The renewal form is also available for downloading from our web page at www.ctc.ca.gov. Applicants can also complete the application on the web page and have it printed to their computer's printer. For further information about when to use the form, 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>.