



CODED CORRESPONDENCE

DATE: January 21, 2010	NUMBER: 10-06
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing
SUBJECT: Military Spouse Relocation Processing Fee Waiver	

Summary:

Assembly Bill (AB) 794 (Chap. 125, Stats. 2009) was signed by the Governor on August 5, 2009. The bill, which took effect on January 1, 2010, adds section 44235.5 to the Education Code. Section 44235.5 directs the Commission to waive the initial application processing fees when the spouse of an applicant is relocated to California by any branch of the United States Armed Forces.

Key Provisions:

Out-of-state prepared teachers who apply for an *initial* California Multiple Subject, Single Subject, Education Specialist Instruction, or Designated Subjects (Career Technical or Adult Education) Credential as a result of the relocation of their spouses, through orders issued by the United States Armed Forces, shall not be required to submit the \$55.00 application processing fee. The fee waiver does not apply to subsequent credential or renewal applications and is only available to the *spouse* of the individual being relocated to California through military orders.

The fee waiver will not be available via the Commission's online direct application system, since completion of the online process requires payment of the processing fee by credit card. Submission of a paper application form (41-4) with the relevant application materials will be required to receive the fee waiver. A link to the 41-4 application form is available in the References section.

Submission Process

When submitting an application that qualifies for the fee waiver, it will be necessary to write “Military Fee Waiver” in the upper, right-hand corner of the application form above the word “Appeal”. This will alert the Commission’s Cashiering Unit that the \$55.00 processing fee should not accompany the application. In addition, a photocopy of the relocation orders issued to the applicant’s spouse by a branch of the United States Armed Forces showing that the individual has been transferred to a base or post in California must be included in the application packet. The Social Security number of the applicant’s spouse may be blacked out on the photocopied orders.

Education Code 44235.5 does not waive the fees associated with the fingerprint clearance process. Applicants who apply with an address outside California must submit the \$51.00 fingerprint processing fee and two fingerprint cards with their application packets. Applicants who apply with a California address must pay the fingerprint processing fee to the Livescan operator. The Military Service leaflet (CL-892) available through the link in the References section provides additional information regarding the fingerprint clearance process.

Important Date:

January 1, 2010 – Implementation date for provisions of AB 794.

Background:

The fee waiver for spouses of military personnel who are transferred to California by a branch of the United States Armed Forces will ease the financial burden associated with the family’s relocation. The fee waiver may also encourage fully trained educators to apply for certification and teach in California’s public schools while living in our state.

Source:

Education Code §44235.5

References:

Application for Credential Authorizing Public School Service:

<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

Military Service leaflet (CL-892):

<http://www.ctc.ca.gov/credentials/leaflets/cl892.pdf>

Contact Information:

Commission on Teacher Credentialing’s Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00 pm to 4:45 pm, or by email at credentials@ctc.ca.gov.