



CODED CORRESPONDENCE

DATE: July 25, 2012	NUMBER: 12-07
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
SUBJECT: Application Processing Fee Restoration and Testing Fee Increase Effective July 1, 2012	

Summary:

The 2012-2013 Budget Act (Chap. 21, Stats. 2012) authorizes the Commission on Teacher Credentialing (Commission) to restore the application processing fee to the statutory limit of \$70.00 (reference Education Code §44235) and increase testing fees by 5% effective July 1, 2012.

Key Provisions:

Application Processing Fees

The CTC Online system was updated on July 1, 2012 to reflect the restored processing fee. Individuals completing the online payment process on or after that date will be required to submit the \$70.00 processing fee plus the \$2.00 service fee, even if the recommending program sponsor completed the online recommend before July 1, 2012. Paper applications postmarked before July 1, 2012 will be accepted with the \$55.00 fee. However, paper applications postmarked on or after July 1, 2012 will be returned for insufficient fees if the enclosed payment is less than \$70.00. The [Fee Information leaflet \(CL-659\)](#) has been updated to reflect the restored processing fees.

Teaching and Services Documents

Effective July 1, 2012, the processing fee for teaching and services credentials, certificates, permits, authorizations, and waiver documents (unless exempt) is \$70.00 (plus the \$2.00 service fee for online applications). This includes initial, renewal, and subsequent applications for teaching and services documents.

The \$70.00 processing fee will be waived on the initial credential application requested by an out-of-state applicant who relocates to California due to orders received from a branch of the United States Armed Forces that require the applicant's spouse to relocate to California. Refer to the [Military Service leaflet \(CL-892\)](#) for additional information regarding this fee waiver.

Certificate of Clearance Fees and Credits

The processing fee for a Certificate of Clearance (COC) is \$35.00 (plus the \$2.00 service fee for online applications) effective July 1, 2012. The fee credit for a COC issued on the basis of the \$70 fee will be \$35.00 if requested at the time an individual applies for an initial teaching or services credential. The COC fee credit will be considered 'used' if not requested at the time the initial teaching or services credential is issued or when the COC expires, whichever occurs first.

Certificate of Eligibility Credit

The processing fee to upgrade a Certificate of Eligibility (Administrative Services or Education Specialist Instruction) is one-half of the application fee in effect at the time the preliminary/Level I application is submitted. Therefore, the processing fee to upgrade a Certificate of Eligibility to a Preliminary Administrative Services Credential or a Level I Education Specialist Instruction Credential (as applicable) on or after July 1, 2012 is \$35.00, regardless of the amount paid at the time the Certificate was issued.

Request for Restriction Change

Effective July 1, 2012, the processing fee required at the time an employing agency requests a restriction change on a permit or waiver or when a program sponsor requests a restriction change on an intern credential is \$35.00. The \$35.00 processing fee for restriction changes is only available with the submission of a paper application. The full \$70.00 processing fee plus the \$2.00 service charge will be required for restriction changes submitted via the CTC Online system.

Certificate of Completion of Staff Development

The statutory limit for the processing fee associated with the Certificate of Completion of Staff Development (CCSD) is set at \$45.00 [reference Education Code §44253.11(e)]. Therefore, the CCSD processing fee will remain at \$45.00.

Name Changes

With the implementation of the CTC Online system, an application and processing fee is no longer required for name change requests. Individuals may update their personal profile (name, address, telephone number, email) at any time via the CTC Online [Educator Page](#). An email will be sent to the educator confirming a change was made to his/her personal profile and providing instructions on what actions to take if the changes were not initiated by the educator.

Testing Fee Increase

In an effort to ensure fiscal stability within the Test Development and Administration Account, the 2012-13 California State Budget includes a 5% testing fee increase effective July 1, 2012. Individuals may contact the testing agencies directly for the current examination fees. The [Exams Page](#) on the Commission's website provides links to the various testing agencies.

Important Dates:

July 1, 2012 – Effective date for application processing fee restoration and testing fee increase

Background:

The Commission is referred to as a "special fund" agency because the daily operations of the agency are supported by two special funds: (1) Teacher Credentials Fund; and (2) Test Development and Administration Account. The Commission does not receive a General Fund

allocation to support its operations. The support comes from the fees collected as the result of issuing credentials and administering the various educator preparation examinations for candidates.

The credential fee, established annually in the Budget Act, has fallen below the statutory limit of \$70 at the direction of the Administration and the Legislature since 1998 and has been at \$55 since 2000. The processing fee restoration and testing fee increase included in the 2012-2013 Budget Act will allow the Commission to maintain the essential functions of the agency.

Source:

Education Code §§44235 and 44253.11(e)

References:

Educator Page:

https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Educator+Login+View+Web

Exams Page: <http://www.ctc.ca.gov/credentials/files/CAW-exams.pdf>

Fee Information Leaflet CL 659: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>

Military Service Leaflet CL-892: <http://www.ctc.ca.gov/credentials/leaflets/cl892.pdf>

Contact Information:

Commission's Information Services Unit by email at: credentials@ctc.ca.gov.