



CODED CORRESPONDENCE

DATE: December 24, 2014	NUMBER: 14-10
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: Proposed Addition to Title 5 Regulations Pertaining to Submission of a Complete Paper Application Packet	

Notice of Public Hearing is Hereby Given

The Commission on Teacher Credentialing (Commission) proposes to take the regulatory action described below after considering all comments, objections, and recommendations regarding the proposed action. A copy of the proposed regulations is attached with the added text underlined and the deleted text lined out.

A public hearing on the proposed actions will be held:

**February 13, 2015
8:30 a.m.
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, California 95811**

Written Comment Period

Any interested person, or his or her authorized representative, may submit written comments by fax, through the mail, or by email relevant to the proposed action. The written comment period closes at 5:00 p.m. February 9, 2015. Comments must be received by that time or may be submitted at the public hearing. You may fax your response to (916) 322-0048; write to the Commission on Teacher Credentialing, attn. David Crable, 1900 Capitol Avenue, Sacramento, California 95811; or submit an email to dcrable@ctc.ca.gov.

Any written comments received 15 days prior to the public hearing will be reproduced by the Commission's staff for each member of the Commission as a courtesy to the person submitting the comments and will be included in the written agenda prepared for and presented to the full Commission at the hearing.

Authority and Reference

Education Code section 44225 authorizes the Commission to adopt the proposed regulations. The proposed regulations implement, interpret, and make specific Education Code sections 44230, 44235, 44330, 44339, 44340, 44346.5, and 44350 pertaining to requirements for submission of a complete paper application packet to the Commission. The proposed regulations also include amendments to the forms required during the application process.

Informative Digest/Policy Statement Overview

Summary of Existing Laws and Regulations

This rulemaking action proposes the addition of section 80002 to Title 5 of the California Code of Regulations (CCR) related to the submission of a complete paper application packet as approved by the Commission at the August 2014 meeting. This rulemaking file also proposes amendments to section 80001 of Title 5 of the CCR to update the revision dates of the forms associated with a complete application packet.

General Provisions:

Application Form Revisions

The current revision dates of the *Application for Credential Authorizing Public School Service* (FORM 41-4) and the associated *Instruction and Information Sheet* (41-4 INSTRUCTIONS) incorporated by reference in 5 CCR section 80001 is “12/09.” Between December 2009 and December 2014, minor revisions have been made to the forms for clarity purposes. In December 2014, new sections were added to comply with the provisions of Assembly Bill (AB) 2560 (Bonilla, Chap. 110, Stats. 2014).

AB 2560 amended section 44252 of the Education Code and requires the Commission to make specific revisions to its application forms for all credential types. Effective January 1, 2015, all applicants who submit an initial or renewal application for a document, whether online or by paper application form, must read and attest to a statement that outlines his or her responsibilities as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act [Article 2.5 (commencing with section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code].

In addition, the *Renewal and Reissuance* application form (41-REN) was discontinued in August 2014 and revisions to the *Professional Fitness Explanation Form* (OA-EF) were made in September 2013 for clarity purposes. The proposed amendments to 5 CCR section 80001 update the revision dates for the FORM 41-4, 41-4 INSTRUCTIONS, and OA-EF form and delete the 41-REN form.

Completed Application Packet

The Commission receives a significant number of incomplete paper applications. For example, at the end of the 3-month period from April 25 to July 25, 2014, the Commission received 929 applications that had to be returned to the applicant for correction due to incomplete documentation or errors made in filling out the application. The proposed regulations specify the items that must be submitted with an application in order for Commission staff to accept the application and evaluate the educator’s qualifications and fitness.

Some regulations regarding what is required to complete an application are presently scattered throughout various sections of Title 5, not all of which are directly related or currently cross-

referenced. The proposed regulations update, expand, and consolidate into one section application requirements and processes to reflect current statute and Commission procedures.

Each application must include payment of the application fee and the applicant's name, Social Security Number (SSN) or Individual Tax Identification Number (ITIN), and date of birth. These items are required for initial screening and to verify the applicant's identity.

If the name, SSN or ITIN, and date of birth are not provided on the application form or the correct payment is not included, the application will be deemed deficient and the entire application packet, including supporting materials and payment, will be returned to the applicant along with a letter requesting the missing information.

In addition, each application must also include the following items in order for staff to complete the evaluation process:

- Current mailing address, including street address, City, State and Zip Code;
- Email address;
- County or school district of employment;
- Selection of a specific type of credential or permit on the application;
- Completion of the Oath and Affidavit section with original signature and date, including county and state where signed;
- All Professional Fitness Questions answered and complete documentation for any disclosure on the applicant's Professional Fitness questionnaire;
- Evidence of fingerprint submission.

If any of these items is absent from the application packet the application will be deemed incomplete. The fee will be retained and the applicant will be sent a letter requesting additional information. Applicants will have 60 days to submit the required information or the application will be rejected. Applicants not employed in a California school may indicate „Not applicable“ in the County or District of Employment space as appropriate.

If more than one specific type of document is requested on one application form, the Commission will evaluate the application for the first type of document selected on the application. The applicant will subsequently be sent a letter advising that each additional document sought requires the submission of a separate application, application fee, and supporting materials.

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission's issuance of any credential, permit, or certificate. Individuals who have received fingerprint clearance through other California agencies, employers, other states or government agencies are not exempt from this process. An evaluation of an application may be completed and an educator's academic eligibility for a document established but educators will be notified that no document will be issued until fingerprint information is received by the Commission and any fitness review is completed.

Objectives and Anticipated Benefits of the Proposed Regulations

The objectives of the proposed regulations are to:

- update the forms associated with a complete application packet;

- update, expand, and consolidate into one section all application requirements and processes to reflect current statutes and regulations;
- identify the specific elements that must be present for an application packet to be complete, allowing the Certification Division to complete an evaluation of an educator's academic qualifications and the Division of Professional Practices to complete its fitness review; and
- clarify how an application is handled if it is incomplete.

The Commission anticipates that the proposed regulation will benefit the welfare of students attending public schools in the State of California by assuring educators fully meet the academic qualifications for documents they are issued, understand their responsibilities as mandated reporters of possible child abuse and neglect, and have completed the Commission's fingerprint character and identification process, meeting the moral and professional fitness standards established by law. The proposed regulations will promote fairness and prevent discrimination by ensuring uniformity in application requirements for individuals seeking California certification. The Commission does not anticipate that the proposed regulations will result in the protection of public health and safety, worker safety, or the environment, the prevention of social inequity or an increase in openness and transparency in business and government.

Determination of Inconsistency/Incompatibility with Existing State Regulations

The proposed regulation is designed to update or clarify previous requirements and, therefore, is not inconsistent or incompatible with existing regulations.

Proposed Amendments to Regulation

§80001

(b)(2)(A): Proposes amendments to the revision dates for the forms required for credential purposes in California, whether submitted online or by paper application, including the deletion of "Personal and" from the title of the OA-EF form. The specific revisions to each of the forms are explained in the following sections. Also proposes the addition of "online renewal" at the end of the subsection due to the proposed deletion of the *Renewal and Reissuance* application form (41-REN).

Application for Credential Authorizing Public School Service (FORM 41-4):

Header: "Application" has been added to the Privacy Act Notification reference for clarity purposes; formatting edits have been made to the address section in the upper, left-hand corner; the Commission's mailing address has been updated; and "E-mail" has been reformatted to "Email" in the "IHE/County/District Use Only" box in the upper, right-hand corner. In addition, the obsolete "CO Initials" and "Date" sections have been deleted from the "Commission Use Only: Fee Information" section, as the Commission's computer system now tracks this information and it is no longer necessary for Commission staff to initial application forms.

Section 1. Personal Information

- To comply with the State Licensing Match System (SLMS) program (reference 42 USC section 666 and California Family Code section 17520) and the state tax delinquency program (Business and Professions Code section 494.5), the Commission must collect a Social Security Number or Individual Tax Identification Code from each credential applicant.

The words “or Individual Tax ID” have been added following “Social Security” to comply with the aforementioned codes.

- There are specific situations in which the Commission must notify school district governing boards of misconduct by a school employee (reference Penal Code section 291). To facilitate such notifications, “or District” has been added to the section that previously only requested an applicant’s county of employment. For applicants who are not employed in California’s public schools, „not applicable.” is an available option.
- “E-mail” has been reformatted to “Email” in the last box of this section.

Section 2. Credential Type

Header:

- “Type of Credential” has been amended to “Credential Type” for clarity purposes and “(choose only one type below)” has been added to clarify a separate application and fee are required for each credential type requested (reference 5 CCR section 80484).
- The words “Select One” have also been changed to “Options” to better described the action required in the associated field.

List of Available Documents:

- Abbreviations have been added in several places to identify the application types for internal use when entering an application into the Commission’s computer system as follows: “(PT)” for Substitute Permits; “(PK)” for Child Development Permits; and “(PW)” for Designated Subjects.
- AB 1871 (Chap. 660, Stats. 2008) took effect on July 1, 2009 and changed the “Bilingual, Crosscultural, Language and Academic Development (BCLAD) Certificate” to a “Bilingual Authorization”. Revisions to the Multiple Subject and Single Subject sections in the right-hand column and the “BCLAD – Specify Language” section near the top of the right-hand corner changed the outdated term of “BCLAD” to “Bilingual Authorization.”
- The term “disability” associated with Education Specialist credentials was changed to the currently used term of “specialty” [reference 5 CCR section 80048.8(a)(2)].
- The words “Added Authorizations (AASE)” have been added in the last box of the left column under the section for Education Specialist credentials. AASEs were added by regulation in 2009 (reference 5 CCR section 80048.7).
- The option to select a Visiting Faculty Permit and the associated subject area have been deleted as the final issuance date for such a permit was July 1, 2013 [reference EC section 44300.1(e)]. “CTC Use Only” has been added to allow Commission staff a place to write processing notes related to the application.

Section 3. Child Development Permit Renewal Self-Verification

All levels of Child Development Permits, except the Associate Teacher Permit, require verification of 105 hours of professional growth for renewal [reference 5 CCR sections 80110(c)(3), 80112(c)(3), 80113(c)(3), 80114(c)(4), and 80115(c)(5)]. The language for this new section was transferred from the *Renewal and Reissuance* application form (41-REN) when use of that form was discontinued in August 2014.



Section 4. Professional Fitness Questions

- This section has been renumbered from 3 due to the addition of the Child Development Permit Self-Verification section.
- The language requiring explanation of a “yes” answer to any of the questions on a separate sheet of paper has been changed to language requiring completion of the *Professional Fitness Explanation Form* (OA-EF).
- The language regarding the information that will be reviewed by the Commission, the circumstances under which misconduct must be disclosed, and the “Warning” have been reformatted for clarity purposes.
- Questions a through f –
 - The language has been reformatted to bullet points for clarity purposes.
 - The language requiring explanation of a “yes” answer and the specific documentation required depending on the type of offense has been deleted. Applicants must provide explanations for “yes” answers are provided on the OA-EF form and the OA-EF form specifies the required documentation for the associated “yes” answer.
 - “Yes” and “No” boxes have been added below the question, as applicants often neglected to answer all the questions in the previous column format.
 - The two “Yes” and “No” columns to the right of the questions have been deleted.
- Question b – Additional language has been added to clarify the types of felony or misdemeanor convictions that must be disclosed, as well as language to clarify the types of misconduct that does not need to be disclosed.
- Question c - Redundant language and language requesting information regarding past misconduct inquiries or investigations has been deleted. The Commission does not have jurisdiction over past investigations that did not result in a criminal conviction or an adverse action against a state issued license.
- Question e – The redundant question previously included in this section has been deleted. It is the responsibility of a superintendent of a California employing agency to report to the Commission any change in employment status of an individual working in a position requiring a credential as a result of an allegation of misconduct or while an allegation of misconduct is pending (reference 5 CCR section 80303).
- Question f – This question has been re-lettered to “e” due to the deletion of the question previously included in that section. The redundant words “or teaching” following “other document authorizing public school service” have been deleted, since “teaching” is a form of public school service. “Professional or vocational license” has been moved to question f and additional language regarding the possible disciplinary actions the Commission may investigate has been added as follows: denied, suspended, and publicly reproved).
- Question g – This question has been re-lettered to “f” due to the deletion of the question previously included in “e.” The language requesting information regarding denied applications has been replaced with the language previously included in “f” (as re-lettered to “e”) regarding professional or vocational licenses, as the Commission does not have jurisdiction over denied applications. In addition, language regarding the possible disciplinary actions the Commission may investigate as related to professional or vocational

licenses issued by other agencies has been added [“revoked,” “suspended,” and “otherwise subjected to any other disciplinary action (including an action that was stayed)”].

Section 5. Child Abuse and Neglect Mandated Reporting

This new section was added to the FORM 41-4 to comply with the provisions of AB 2560. AB 2560 amended section 44252 of the Education Code and requires the Commission to make specific revisions to its application forms for all credential types. Effective January 1, 2015, all applicants who submit an initial or renewal application for a document, whether online or by paper application form, must read and attest to a statement that outlines his or her responsibilities as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act [Article 2.5 (commencing with section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code]. The language in this section was copied verbatim from EC section 44252(a)(2)(C).

Additional language has been added to the application form following Section 5 to prompt the applicant to review his/her application form for completeness, as well as language describing the forms of payment acceptable and explaining that fees are not refundable. A statement informing the applicant that incomplete applications and applications submitted without the required fee will be returned.

Section 6. Oath and Affidavit

- The number “6” was added before the word “Oath” to indicate that this is a separate section of the application form that must be completed by the applicant.
- Language has also been added under the line for “City” to explain that the applicant must enter the city where the form is signed (not the city where he/she works or lives).

Section 7. Employing Agency Information

- The number “7” was added before the word “Employing” to indicate that this is a separate section of the application that must be completed by the employing agency (if applicable).
- “One-Year Nonrenewable Credentials” [reference EC section 44252(b)(4)], “Short-Term Staff Permits” (reference 5 CCR section 80021) and “Limited Assignment Permits” (reference 5 CCR sections 80027 and 80027.1) have been added to the list of application types that must be submitted by an employing agency.
- “Visiting Faculty Permits” have been removed from the list of application types that must be submitted by an employing agency. The final issuance date for such a permit was July 1, 2013 [reference EC section 44300.1(e)].
- The words “or Prospective” have been added before “Substitute” as an exclusion to the list of applications requiring employing agency submission. Applicants for the referenced substitute permits may apply directly to the Commission.
- The first sentence of the paragraph listing the application types that must be submitted by an employing agency was edited to end after the word “agency” and “Employers” was added to the beginning of the resulting next sentence for grammatical and clarity purposes.
- “For Limited Assignment or Emergency Permits” was added to the end of the second sentence in the paragraph listing the application types that must be submitted by an employing agency for clarity purposes.



Application for Credential Authorizing Public School Service, Instruction and Information Sheet (41-4 INSTRUCTIONS):

Opening Paragraphs:

- The words “or renew” have been added to the first sentence on this form due to the discontinuation of the *Renewal and Reissuance* application form (41-REN) in August 2014. The FORM 41-4 is now the only application form available for all applicants who submit an initial or renewal application for a document, whether online or by paper application.
- The sentence instructing the applicant to keep a copy of the completed application form has been deleted from the opening paragraph. Applicants will be instructed to make and keep a copy of their completed applications in the “Application Form” and “Supporting Documentation” sections.
- A sentence informing applicants that a separate application form (reference 5 CCR section 80484) and fee are required for each credential has been added in bold font for clarity purposes.
- The second paragraph at the top of the form has been deleted, as the information included is provided in other sections.

Application Form

- The words “Application Form” have added as a header to clarify that the information that pertains to completion of the FORM 41-4.
- A new sentence has been added to the beginning of this section stating that applicants must use the current version of the application form available on the Commission’s website. Effective January 1, 2015, all applicants who submit an initial or renewal application for a document, whether online or by paper application form, must read and attest to a statement that outlines his or her responsibilities as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act [Article 2.5 (commencing with section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code]. The Child Abuse and Neglect Mandated Reporting section is not included on older versions of the FORM 41-4.
- A sentence explaining that all requested information must be typed or printed on the application form has been added.
- The phrase “sender for completion” has been changed to “applicant” for clarity purposes.
- A sentence advising the applicant to make and keep a copy of the completed applicant has been added.
- The information regarding the processing of the application packet has been deleted. This information is now provided in “Processing Time” section.
- The sentence stating that the Commission cannot accept an application form with a revision date more than five years old has been deleted. The Commission previously provided paper application forms to applicants, employing agencies, and program sponsors. Since many employing agencies and program sponsors had stores of older application forms on hand, the Commission agreed to accept application forms with revision dates that were up to five years old. However, effective January 1, 2015, all applicants who submit an initial or renewal application for a document, whether online or by paper application form, must read and attest to a statement that outlines his or her responsibilities as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act [Article 2.5 (commencing with section 11164) of

Chapter 2 of Title 1 of Part 4 of the Penal Code]. The Child Abuse and Neglect Mandated Reporting section is not included on older versions of the FORM 41-4.

- The sentence providing a link to the application form has been deleted from the end of the third paragraph, as this information is now provided in the first sentence of the “Application Form” section.
- The fourth paragraph pertaining to supporting documentation has been deleted. This information is now provided in the “Supporting Documentation” section.
- Paragraph identifying the application types that must be submitted by employing agencies:
 - The words “or Prospective” have been added before “Substitute” as an exclusion to the list of applications requiring employing agency submission. Applicants for the referenced substitute permits may apply directly to the Commission.
 - “Limited Assignment Permit” has been added (reference 5 CCR sections 80027 and 80027.1).
 - “Visiting Faculty Permit” has been removed, as the final issuance date for such a permit was July 1, 2013 [reference EC section 44300.1(e)].
 - “District Internship Credential” has been removed, as this credential type requires application submission by a Commission-approved program sponsor [reference 5 CCR section 80033(c)(8)].
- References to “college or university” and “institution” have been replaced with “Commission-approved program sponsor” or “program sponsor” in the last paragraph of this section. Commission-approved programs are not restricted to colleges and universities; they may be offered by county offices of education, school districts, charter schools, etc.
- The word “us” in the last sentence of this section has been replaced with “Commission” for clarity purposes.

Supporting Documentation

- The words “Supporting Documentation” have been added as a header to clarify that the information specifies the type of documentation that must be submitted with each application form.
- The language in the first paragraph of this section was moved from the page 1 of the form with additional language added for clarity purposes.
- Minor clarifying edits have been made to the second paragraph in this section along with the addition of two sentences explaining that the Commission does not maintain files for educators and urging applicants to make and keep copies of their application packet.
- Minor edits have been made to the last paragraph in this section for clarity purposes.

Fees

This section was moved from page 5 of the form, with additional language added to clarify the amount of the service charge for checks that do not clear the bank and the evaluation process that will occur to verify an applicant’s eligibility for the credential requested.

Personal Information

- Language provided in the first paragraph of this section has been rearranged and slight edits made for clarity purposes.
- The phrase “federal tax identification number” has been changed to “Individual Tax Identification Number (ITIN)” to clarify the type of number that is acceptable in lieu of a Social Security number pursuant to the referenced codes.
- A second paragraph has been added informing applicants of their responsibility to notify the Commission of an address change (reference 5 CCR section 80412) and instructions on how to submit such a change online.

Privacy

- The word “Privacy” has been added as a header to clarify that the section provides information related to the California Information Practices Act and Federal Privacy Act.
- The sentence requiring applicants to provide the Commission with an email address has been deleted, as this information is located on page 1 of the form.
- The words “past, present, or prospective employers or institutions of higher education” have been replaced with “the agency that submitted the application” to more closely match the language provided in EC section 44230(b) and “those agencies” has been changed to “that agency” for grammatical purposes.
- The redundant phrase “which authorize this work” has been deleted from the end of the second paragraph in this section.
- The phrase “our agency” has been changed to “the Commission” for clarity purposes.
- The name of the Commission’s Certification, Assignment, and Waivers Division was changed to the Certification Division in 2013. Edits to the last paragraph in this section reflect this name change.
- The plus-four code has been added to the zip code for the Commission’s mailing address.
- The toll-free telephone number has been deleted, as the number is no longer in service.

Type of Credential

- Language has been added to the beginning of this section to explain how to select a credential type and what to do if an option is not available.
- Second paragraph:
 - The unnecessary word “any” has been deleted.
 - The phrase “or specialty areas” has been added as related to Education Specialist Instruction Credentials.
 - The word “emphasis” has been deleted as the Commission no longer issues such authorizations.
 - The language instructing applicants to write information on page 1 of the application form has been deleted. The information should be written in the Comments box created for this purpose on page 4 of the application form.
 - A note has been added explaining that any abbreviations following a credential type are for internal Commission use only.

- The credential terms of “professional clear” and “professional” have been deleted from the RENEWALS note, as the Commission no longer issues documents with those terms.
- The language indicating that Child Development Permits may be renewed online has been removed, as online renewal is not yet available for those document types.
- The word “working” has been added between “10” and “days” to clarify the approximate processing time for online renewals.

Professional Fitness Questions

- “/Oath and Affidavit” has been removed from the header of this section. Instructions for the “Oath and Affidavit” are now provided in a separate section.
- The phrase “in this section” in the first sentence of this section has been changed to “Professional Fitness Questions” for clarity.
- A sentence has been added to the first paragraph of this section to specify the sources of information that will be reviewed by the Commission for an applicant’s criminal history.
- The last two sentences in the first paragraph have been deleted, as the information is provided later in the section.
- The words “misconduct, even if:” have been added following “disclose” at the beginning of the second paragraph and bullet points explaining the circumstances under which misconduct must be disclosed have been added following the “:” for clarity purposes.
- All the remaining information previously provided on the form related to the disclosure of misconduct and “yes” answers has been deleted, as the information is provided on the *Professional Fitness Explanation Form* (OA-EF).
- A new “Warning” paragraph has been added to the end of this section to specify the potential penalty for failure to disclose the requested information, clarify that the *Professional Fitness Explanation Form* must be completed for all “yes” answers, and explain the documentation required by the Commission when records are not available.

Child Abuse and Neglect Mandated Reporting

This is a new section added to clarify that all applicants must check the “I agree” box related to their duties under the Child Neglect and Abuse Reporting Act (Penal Code section 11164).

Oath and Affidavit

- The formatting of this header has been changed from italics to bold, underline in all caps to clarify that the instructions are related to a separate section of the application form.
- The word “Please” at the beginning of the section has been deleted, as completion of the section is mandatory.

Fees

The “Fees” section previously located after the “Oath and Affidavit” section has been deleted from this position and moved toward the beginning of the form.

Fingerprint Information

California Residents

- The words “certificate, or permit,” have been added to the first sentence of this section for clarity.
- The word “LiveScan” has been changed to “Live Scan” in all spots referenced for accuracy.
- The sentences explaining how to obtain a copy of the Live Scan form and stating that three copies of the form will be required have been deleted from the middle of the first paragraph. The information explaining how to obtain a copy of the form is now provided at the end of the paragraph and the number of copies required has been moved to the second paragraph.
- A direct link to the list of Live Scan stations on Attorney General’s website been added to the second paragraph and the Commission’s website address has been deleted.
- A third paragraph has been added to clarify that the fingerprint process must be repeated if an applicant has not held a valid document issued by the Commission for more than 18 months (reference 5 CCR section 80442).

Out-of-State/Out-of-Country Residents

- The language provided in the first paragraph of this section has been amended to clarify that applicants who reside outside California must submit two fingerprint cards with their applications. Live Scan services are not available outside California for certification purposes.
- The redundant sentence at the beginning of the second paragraph has been deleted.
- An additional sentence has been added to the second paragraph to clarify the processing time for fingerprint cards.
- The third paragraph has been deleted, as the information regarding the online credential view is provided in a separate section and the Commission no longer issues academic eligibility letters. Fingerprint clearance must be on file at the Commission before a document verifying an individual’s academic eligibility may be issued.

Application Submission Deadline

This separate section has been deleted and the information has been added to the “Issuance Dates” section.

Processing Time

This section has been moved from this position to a position near the end of the form.

Issuance Dates

Applications Submitted by Agencies

- A header has been added to indicate that the information that follows pertains to applications submitted by employing agencies and recommending institutions.
- The first paragraph of this subsection was moved from the deleted “Application Submission Deadline” section to clarify that application packets submitted by employing agencies or recommending institutions must be received at the Commission not more than three months after the issue date requested on the application form.



- The redundant Title 5 reference has been deleted from the second paragraph and language has been added explaining what will be used as the issue date for a credential that is not received within three months from the issue date requested on the application form.

Applications Submitted by Individuals

- Minor edits to the language in this section have been made for clarity purposes.
- A sentence has been added to the second paragraph of this section to explain that applications may be submitted up to one year prior to the expiration date of a document being renewed [reference 5 CCR 80440(c)].

Processing Time

- This section was moved from an earlier page of the form.
- The first paragraph clarifies the manner in which applications are processed by the Commission and explains how an applicant can check the status of his/her pending application.
- The second paragraph clarifies the maximum processing time allotted to the Commission in EC section 44350 and specifies the types of applications that are not subject to the 50 business day processing timeline.

Online Credential View and Print Process

The Commission discontinued the printing and mailing of credential documents on September 1, 2008. As more than six years has passed since that date, the information at the beginning of this section announcing the change has been deleted. Updated language has been added explaining that documents are not printed and that the online view is the official record of the documents held by an individual [reference 5 CCR section 80001(e)]. The language also explains how to access the online view, states that documents may be viewed within three business days of issuance, and provides instructions on how to print an unofficial copy of a document.

Before you seal the envelope:

- The words “make sure you have enclosed) have been deleted from the end of this header because the header is not immediately following by a list of items.
- The sentence related to first-time applicants has been deleted because the list that follows pertains to all applicants (first-time, new-type, and renewal).
- The language that precedes the list of items has been reformatted due to the deletion of the first sentence.
- “Professional fitness” has been added before “questions,” “and affidavit” has been added after “oath” and “you” has been changed to “the applicant” for clarity purposes.
- The reference to the “(form 41-4)” and the language stating the revision date may be no more than five years old have been deleted. The Commission previously provided paper application forms to applicants, employing agencies, and program sponsors. Since many employing agencies and program sponsors had stores of older application forms on hand, the Commission agreed to accept application forms with revision dates that were up to five years old. However, effective January 1, 2015, all applicants who submit an initial or renewal application for a document, whether online or by paper application form, must read and attest

to a statement that outlines his or her responsibilities as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act [Article 2.5 (commencing with section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code]. The Child Abuse and Neglect Mandated Reporting section is not included on older versions of the FORM 41-4. The deleted language has been replaced with language requiring submission of the current version of the Form 41-4 along with a link to the form on the Commission's website.

- The language pertaining to a Live Scan receipt form or fingerprint cards has been deleted from this section and will be included in a later section.
- The word "necessary" has been changed to "supporting" and "including *Professional Fitness Explanation Form*, as applicable" have been added to the fourth bullet for clarity purposes.
- "Processing fees" has been changed to "Full payment" at the beginning of the fifth bullet for clarity purposes.

First-time California credential applicants *must* also include:

This is a new section added to clarify that all first-time applicants must provide fingerprint information with their application via Live Scan or fingerprint cards, as applicable to their state or country of residence.

For all other types of applications:

This section has been deleted as the listed documents are included in the section entitled "Before you seal the envelope:"

Mail the completed application and payment to:

- The words "the completed application and payment" have been added between "Mail" and "to" in the header of this section for clarity purposes.
- "Certification Division" has been added to the second line of the Commission's mailing address to ensure proper handling when the envelope is delivered.
- The Commission no longer has a post office box; therefore, the mailing address and zip code have been changed to the Commission's street address and corresponding zip code.

Professional Fitness Explanation Form (OA-EF)

The words "Personal and" have been deleted from the title, opening paragraph, and introductory sentence in each "Section" of this form. Pursuant to 5 CCR section 80301(a), the Committee on Credentials and the Commission only has jurisdiction over misconduct related to an applicant's competence to perform the duties authorized by his or her credential. In addition, the word "seven" has been changed to "six" due to the deletion of a question and "of these" near the beginning of the second sentence has been deleted for clarity purposes.

Scope of Questions:

This entire section has been deleted, as the questions no longer fall into the referenced categories.

Special note regarding criminal convictions or pending criminal charges:

- Language previously included on the 41-4 INSTRUCTIONS form regarding the disclosure of past misconduct has been added to this section.

- A new “Warning” paragraph has been added to the end of this section to specify the potential penalty for failure to disclose the required information or documentation.

Using this Form:

- The numbers for each “Section” in the second column of the table associated with Questions a through f have been changed from to letters for consistency and ease in identifying the section(s) of the form that must be completed. For example, individuals who previously answered “yes” to question “a” on the FORM 41-4 were instructed to completed Section 1 of the OA-EF form. The form now instructs individuals who answer “yes” to question “a” on the FORM 41-4 to complete Section A.
- Question f has been combined with Question e in the first column of the table, as the same type of explanation and documentation are required for “yes” answers to either of the related questions on the FORM 41-4.

Section A (previously Section 1):

- The “1” at the beginning of this section has been changed to an “A” to correspond with the changes made to the table in the “Using this Form:” section.
- The words “or e” have been deleted from the introductory sentence for this section due to the deletion of the question previously included in “e” on the FORM 41-4. The question now in “e” on the FORM 41-4 does not require the same type of explanation and/or documentation as question “a.”
- A “Note” paragraph has been added to this section detailing the type of documentation that must be submitted related to a “yes” answer to question “a” on the FORM 41-4. Similar language was previously provided at the end of this section.
- The table requesting a description of a pending disciplinary action for a “yes” answer to question “e” has been deleted. The previous question asked in “e” on the FORM 41-4 was deleted and the new question is not related to pending disciplinary actions.
- The words “or pending action” and “or pending disciplinary action” have been deleted from the third and fourth tables, respectively, in this section due to the deletion of the previous question asked in “e” on the FORM 41-4.
- The paragraph at the end of this section has been deleted. Similar language is now provided in the “Note” paragraph at the beginning of the section.

Section B (previously Section 2):

- The “2” at the beginning of this section has been changed to a “B” to correspond with the changes made to the table in the “Using this Form:” section.
- A “Note” paragraph has been added to this section detailing the type of documentation that must be submitted related to a “yes” answer to question “b” on the FORM 41-4. Similar language was previously provided in the “Professional Fitness Questions” section of the 41-4 INSTRUCTIONS form.
- Two paragraphs related to convictions that were dismissed/expunged and felonies that were reduced to misdemeanors have been moved from the end of this section to the spot immediately following the “Note” paragraph.

Section C (previously Section 3) and Section D (previously Section 4):

A “Note” paragraph has been added to this section detailing the type of documentation that must be submitted related to a “yes” answer to question “c” or question “d,” as applicable, on the FORM 41-4. Similar language was previously provided in the “Professional Fitness Questions” section of the 41-4 INSTRUCTIONS form.

Section E (previously Section 5):

- The words “or e” have been added before the “f” and the words “or g” have been deleted after the “f” in the introductory sentence of this section due to the deletion of the question previously included in “e” on the FORM 41-4.
- A “Note” paragraph has been added to this section detailing the type of documentation that must be submitted related to a “yes” answer to question “a” on the FORM 41-4. Similar language was previously provided at the end of this section.
- The entire table titled “Action(s) taken:” has been deleted. The information requested will be provided in the documentation submitted by the applicant in response to a “yes” answer to question “e” or question “f” on the FORM 41-4.
- The paragraph at the end of this section has been deleted. Similar language is now provided in the “Note” paragraph at the beginning of the section.

Mail all documents to:

A new box has been added to provide the Commission’s mailing address and to provide a link to a form for use by applicants when submitting the OA-EF form and supporting documentation separate from an application form. This was added for clarity and ease of use for applicants.

50-Day deadline does not apply:

A new box has been added to the end of the OA-EF form to explain that applications subject to a professional fitness review are not subject to the 50 business day processing timeline provided in EC section 44350.

(b)(2)(B): Proposes the deletion of this subsection due to the discontinuation of the *Renewal and Reissuance* application form (41-REN) in August 2014. With implementation of the online renewal system, the 41-REN was used only for child development permits, emergency permits, and limited assignment teaching permits. The professional growth self-verification section required for child development permits has been moved to the *Application for Credential Authorizing Public School Service* form (FORM 41-4). The FORM 41-4 is now the only application form available for all applicants who submit an initial or renewal application for a document, whether online or by paper application.

**Proposed Addition to Regulation
§80002**

(a)(1): The California Information Practices Act (Civil Code §1798.24) and the Federal Privacy Act (5 U.S.C. § 552a) provide that agencies requesting information indicate the principal uses of that information. An application cannot be entered into the Commission database without a full name to identify the individual and create or match to an existing file.

(a)(2): The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal uses of that information. An application cannot be entered into the Commission database without a date of birth to identify the individual and create or match to an existing file.

(a)(3) and (a)(3)(A): Applicants are required to provide a full Social Security Number (SSN) or Individual Tax Identification Number (ITIN) pursuant to 42 USC section 666, California Family Code section 17520, and Business and Professions Code section 494.5 (the state tax delinquency program).

(a)(4): Title 5 section 80412 requires every person applying for a credential to provide the Commission his or her present mailing address and to notify the Commission in writing of any address change.

(a)(5) and (a)(5)(A): The county and school district where the applicant is employed is required for required notice pursuant to California Penal Code Section 291.

(a)(5)(B): If the applicant is not employed, „Not applicable“ is an available option.

(a)(6): The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Telephone numbers are used to provide proper identification of an applicant's file and a means to contact an applicant if necessary.

(a)(7): The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. An email address is used to provide proper identification of an applicant's file and as a means to contact an applicant if necessary. The Commission sends notifications of receipt of an application, issuance of a document, or changes to an educator's personal file via email. Without an email address on file with the Commission, the educator will not receive these notices.

(a)(8): Choosing the type of certification sought allows the Commission to complete an evaluation of the application for the specific type of document.

(a)(8)(A): Only one type of document may be issued per application to allow the Commission to evaluate for the credential sought and track each application separately.

(a)(8)(B): Each application for a document is assigned a tracking number unique to that application so the file can be referenced in the database. Thus, no application can have more than one document type assigned. If an applicant requests more than one specific type of document on one application form, the Commission will evaluate the application for the first type of document listed. A letter will be sent to the applicant advising that each additional document sought requires the submission of a separate application, application fee, and supporting materials..

(a)(9): The Oath and Affidavit section of the application form is required under Education Code section 44334, and must be signed "under penalty of perjury" to affirm all information contained in the application packet is accurate and governed by the laws of California as specified in the California Code of Civil Procedure sections 2015.5 and 2015.6.

(b): Title 5 section 80487(b) states that the appropriate fees must accompany each application for issuance, reissuance or renewal of a document.

(c): Title 5 sections 80442(a) and (c) require verification of fingerprint submission accompany each application for credential and a criminal history record response from the Department of Justice, unless the individual has current fingerprint clearance on file with the Commission.

(d): Title 5 section 80433(b) requires appropriate documentation of the applicant's academic qualifications for the type of document requested

(d)(1): Title 5 section 80435(a) requires submission of official transcripts.

(d)(2): The applicant must provide explanation(s) and any required documentation in connection with any professional fitness question answered "Yes" pursuant to Education Code section 44242.5(b).

(e): Title 5 section 80443(a)(2) states an application is determined complete when all materials needed for processing and all facts required by the law are included. This item establishes procedures for handling incomplete applications.

(e)(1): Items found in subsections (a)(1) through (a)(3)(A) ensure proper identification of the applicant and must be completed to allow an application to be entered into the Commission database. An application missing the application fee as required in subsection (b) cannot be entered into the Commission database.

(e)(2): Items found in subsections (a)(4) through (a)(9) are required according to the laws and regulations stated above. Applications lacking this information will be returned for completion.

(f): Clarifies Title 5 section 80487(e), that the sixty (60) day period during which the application fee remains valid is to allow for correction and resubmission of an application.

(f)(1): Title 5 section 80487(e) allows an applicant sixty days to provide verification or documentation of having met credential qualifications at the time the application was submitted without requiring a new or additional fee.

(g): Title 5 section 80443(a)(1) states that processing time of fifty (50) business days will commence upon receipt of the resubmitted complete application

(g)(1): Clarifies the definition of "processing time."

(g)(2): Education Code section 44350(d) states the fifty (50) business day processing time is not applicable when an application is subject to a fitness review.

(h): Title 5 section 80487(b) states that an application fee is earned upon receipt and is not refundable.

(i): Items found in subsections (a)(4), (a)(5), and (a)(7) are required according to the laws and regulations as stated above, to provide proper identification of an applicant's file, and as a means



to contact an applicant if necessary, including providing notifications of receipt of an application, issuance of a document, or changes to an educator's personal file.

Documents Incorporated by Reference

The *Application for Credential Authorizing Public School Service* (FORM 41-4, Rev. 12-2014), *Application for Credential Authorizing Public School Service, Instruction and Information Sheet* (41-4 INSTRUCTIONS, Rev. 12-2014), and *Professional Fitness Explanation Form* (OA-EF, Rev. 9-2013) incorporated by reference in these proposed regulations are provided at the end of this correspondence showing all amendments made since the December 2009 versions in underline and ~~striketrough~~. The forms without underline and striketrough are available on the Commission's website as follows:

Application for Credential Authorizing Public School Service (FORM 41-4):

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

Application for Credential Authorizing Public School Service, Instruction and Information Sheet (41-4 INSTRUCTIONS):

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

Professional Fitness Explanation Form (OA-EF):

<http://www.ctc.ca.gov/credentials/online-services/pdf/OA-EF.pdf>

Disclosures Regarding the Proposed Actions

The Commission has made the following initial determinations:

Mandate to local agencies or school districts: None.

Other non-discretionary costs or savings imposed upon local agencies: None.

Cost or savings to any state agency: None.

Cost or savings in federal funding to the state: None.

Significant effect on housing costs: None.

Significant statewide adverse economic impact directly affecting businesses including the ability of California businesses to compete with businesses in other states: None.

These proposed regulations will not impose a mandate on local agencies or school districts that must be reimbursed in accordance with Part 7 (commencing with section 17500) of the Government Code.

Cost impacts on a representative private person or business: The Commission is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Statement of the Results of the Economic Impact Assessment [Govt. Code § 11346.5(a)(10)]: The Commission concludes that it is (1) unlikely that the proposal will create any jobs within the State of California; 2) unlikely that the proposal will eliminate any jobs within the State of California; 3) unlikely that the proposal will create any new businesses with the State of California; 4) unlikely that the proposal will eliminate any existing businesses within the State of California; and 5)

unlikely the proposal would cause the expansion of businesses currently doing business within the State of California.

The Commission anticipates that the proposed regulation will benefit the welfare of students attending public schools in the State of California by assuring educators are appropriately qualified in relation to the documents issued, understand their responsibilities as mandated reporters of possible child abuse and neglect, and have completed the Commission's fingerprint character and identification process, meeting the moral and professional fitness standards established by law.. The proposed regulations will promote fairness and prevent discrimination by ensuring uniformity in requirements for individuals seeking California certification. The Commission does not anticipate that the proposed regulations will result in the protection of public health and safety, worker safety, or the environment, the prevention of social inequity or an increase in openness and transparency in business and government.

Effect on small businesses: The proposed regulations will not have a significant adverse economic impact upon business. The proposed regulations apply only to individuals applying for credentials that authorize service in California's public schools.

Consideration of Alternatives

In accordance with Government Code section 11346.5, subdivision (a)(13), the Commission must determine that no reasonable alternative considered by the agency or that has otherwise been identified and brought to the attention of the agency would be more effective in carrying out the purpose for which the action is proposed, would be as effective as and less burdensome to affected private persons than the proposed actions, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law. The Commission invites interested persons to present statements or arguments with respect to alternatives to the proposed regulations during the written comment period or at the public hearing.

Contact Person/Further Information

General or substantive inquiries concerning the proposed action may be directed to David Crable by telephone at (916) 323-5119 or David Crable, Commission on Teacher Credentialing, 1900 Capitol Avenue, Sacramento, CA 95811. General question inquiries may also be directed to Janet Bankovich at (916) 323-7140 or at the address mentioned in the previous sentence. Upon request, a copy of the express terms of the proposed action and a copy of the initial statement of reasons will be made available. This information is also available on the Commission's website at www.ctc.ca.gov. In addition, all the information on which this proposal is based is available for inspection and copying.

Availability of Statement of Reasons and Text of Proposed Regulations

The entire rulemaking file is available for inspection and copying throughout the rulemaking process at the Commission office at the above address. As of the date this notice is published in the Notice of Register, the rulemaking file consists of the Notice of Proposed Rulemaking, the proposed text of regulations, the Initial Statement of Reasons, and an economic impact assessment/analysis contained in the Initial Statement of Reasons, and the documents incorporated by reference. Copies may be obtained by contacting David Crable at the address or telephone number provided above.

Modification of Proposed Action

If the Commission proposes to modify the actions hereby proposed, the modifications (other than nonsubstantial or solely grammatical modifications) will be made available for public comment for at least 15 days before they are adopted.

Availability of Final Statement of Reasons

The Final Statement of Reasons is submitted to the Office of Administrative Law as part of the final rulemaking package, after the public hearing. Upon its completion, copies of the Final Statement of Reasons may be obtained by contacting David Crable at (916) 323-5119.

Availability of Documents on the Internet

Copies of the Notice of Proposed Rulemaking, the Initial Statement of Reasons, and the text of the regulations and the forms incorporated by reference in underline and strikeout can be accessed through the Commission's website at www.ctc.ca.gov.

CALIFORNIA CODE OF REGULATIONS TITLE 5. EDUCATION DIVISION 8. COMMISSION ON TEACHER CREDENTIALING

§ 80001. Definitions and Terms.

For purposes of Division 8:

- (a) "Applicant" means any applicant for a credential issued by the Commission.
- (b) (1) "Application for a credential" includes an application for a credential, an application for a renewal or reissuance of a credential, an application to add new authorizations to an existing credential, or a request to take any special action in relation to the issuance of a credential.
- (2) "Application", "application form", and "application packet" includes the following forms, regardless of earlier revision dates cited throughout Division 8, Chapter 1 and 4:
 - (A) Application for issuance of a credential, extension of a credential, and added authorizations to an existing credential: Application for Credential Authorizing Public School Service (form 41-4, rev. 12/092014), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/092014) and ~~Personal and Professional Fitness Explanation Form~~ (form OA-EF, 12/09-9/2013) or the electronic versions available via the Commission's online recommendation, ~~and online direct application, and online renewal systems;~~
 - ~~(B) Application for renewal or reissuance of a credential: Renewal and Reissuance Application (form 41-REN, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online renewal system.~~
- (c) "Chair" means the Chair of the Commission pursuant to Education Code Section 44218.



(d) “Commission” means the Commission on Teacher Credentialing as established pursuant to Education Code Section 44210.

(e) “Credential” means any credential, life diploma, permit, certificate, waiver, or document issued by, or under the jurisdiction of, the Commission which entitles the holder to perform services for which certification qualifications are required. The official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from the Commission's official website.

(f) “Degree” means a baccalaureate or higher degree as specified in Education Code Section 44259(b)(1) earned through an approved college or university, regardless of its title, when the degree program contains no less subject matter preparation than a similar degree in a subject field other than professional education in the same institution.

(g) “Denial” includes the denial of any portion of an application for a credential, even though the requested credential is issued or renewed.

(h) “Executive Director” means the Executive Director to the Commission pursuant to Education Code Section 44220.

(i) “Issuance” means the granting of a credential based upon the application for or renewal of that credential.

(j) “Vice-Chair” means the Vice-Chair of the Commission.

(k) “Professional” credential means a credential for which all statutory and regulatory requirements have been met, excluding credentials issued on partial, preliminary, or emergency bases. A “clear” credential means a professional credential as herein defined.

(l) “Signature” or “signed” as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.

(m) “Submitted” as used in this Chapter includes any documentation required by the Commission that is delivered in-person, via a delivery service or electronically.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44267.5, 44330 and 44332.5, Education Code.

§80002. Complete Paper Application Packet.

This section clarifies the requirements for a complete paper application packet.

(a) Each applicant for a credential not available for online renewal or online recommendation must submit a paper application form as defined in section 80001(b)(2). Only a completed application form for certification will be processed by the Commission. A completed application form must include the following:

- (1) full legal name, including all former or maiden names;
- (2) date of birth;
- (3) Social Security Number;
- (A) any applicant that does not possess a Social Security Number may include an Individual Tax Identification Number as an alternative;
- (4) current mailing address, including either a post office box or street address, city, state, and zip code;
- (5) California county and school district where employed, as applicable;
- (A) every person applying for or holding a credential must notify the Commission in writing of any change to his or her county and/or school district of employment;
- (B) applicants not currently employed in a California school may indicate "Not Applicable;"
- (6) telephone number;
- (7) applicant's email address;
- (8) the type of credential, permit, or authorization sought:
 - (A) applicants seeking the issuance or reissuance of more than one type of credential or permit must submit a separate application form and application fee for each type of credential or permit;
 - (B) if more than one specific type of credential or permit is requested on one application form, the Commission will evaluate the application for the first type of document selected on the application form. Applicants will be sent a letter advising that each additional document sought requires the submission of a separate application, application fee, and supporting materials; and
- (9) Oath and Affidavit section dated and signed under penalty of perjury, including the county and state where the application is signed.
- (b) Each application form must be accompanied by the appropriate application fee as specified in section 80487.
- (c) A criminal history record response from the fingerprint information specified in section 80442(a) and (c) must be received from the Department of Justice.
- (d) Appropriate documentation to verify the applicant's academic qualifications for the credential, permit, or authorization requested and professional fitness. This includes, but is not limited to:



- (1) official transcripts, if required, as specified in section 80435, and
- (2) disclosures of information required in explanation of any professional fitness question with a “Yes” answer on the application form.
- (e) Only complete applications for credentials will be processed by the Commission, as specified in section 80443(a)(2).
- (1) Application forms missing any of the items listed in subsections (a)(1) through (a)(3)(A) and subsection (b) will be deemed incomplete and will not be entered into an applicant’s file in the Commission database.
- (2) Application forms missing any of the items listed in subsections (a)(4) through (a)(9) will be returned subsequent to academic evaluation requesting the additional information needed for a complete application.
- (f) The Commission will notify an applicant regarding any additional documentation required for evaluation not initially submitted with the application.
- (1) Application fees remain valid for sixty (60) days from the date of the notice to allow an applicant time to provide the requested additional documentation as specified in section 80487(e).
- (g) The processing time of fifty (50) business days for paper applications found in Education Code section 44350 in cases pursuant to subsection (f)(1) will commence upon receipt of the resubmitted complete application as specified in section 80443(a)(1).
- (1) Processing time is the time necessary for the Commission to determine an applicant’s eligibility for the document requested.
- (2) The fifty (50) business day processing time for paper applications is not applicable when an application is subject to a fitness review by the Commission.
- (h) Application fees are earned upon receipt of the application and may not be refunded or applied to a subsequent application as specified in section 80487(b).
- (i) Every person applying for or holding a credential shall notify the Commission in writing, or by updating the educator’s electronic record at the Commission, of any change to the information provided pursuant to 80002(a)(4) or (5) or (7).

Note: Authority cited: Section 44225, Education Code. Reference: Section 291, Penal Code; Section 1798.24, Civil Code; Sections 44230, 44235, 44330, 44339, 44340, 44346.5, 44350, Education Code; and Section 552, United States Code.



APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

Mail application and payment to: (For Privacy Act Notification See [Application Instructions](#))

STATE OF CALIFORNIA (check or money order) to:
COMMISSION ON TEACHER CREDENTIALING
Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
BOX 944270 1900 Capitol Avenue
SACRAMENTO, CALIFORNIA 94244-2700
Sacramento, California 95811-4213

Appeal: _____

Route to: _____

Commission Use Only: Fee Information		
APP	FP	Other
CO Initials	Date	

CTC Use Only	IHE/County/District Use Only
	Issuance Date: _____
	E-mail Address: _____

1. PERSONAL INFORMATION (type or print)

Social Security or Individual Tax ID Number:		Date of Birth: (mm/dd/yyyy)	
Applicant's Name:			
First	Middle	Last	
All Former/Maiden Name(s):		County or District of Employment:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Message Phone:	
E-mail Address:			

2. TYPE OF CREDENTIAL TYPE (choose only one type below)

SELECT ONE OPTIONS: _____

Substitute Permits (PT) Single Subject (Secondary Teaching) Specify Subject (If you are requesting more than one subject, enter it in Comments.) Specify <u>World Languages Other Than English</u> (if applicable) ☐ English Learner Authorization Term <u>BCLAD BILINGUAL AUTHORIZATION - Specify Language</u> Multiple Subject (Elementary Teaching) ☐ English Learner Authorization Term <u>BCLAD BILINGUAL AUTHORIZATION - Specify Language</u> Education Specialist (Special Education) (If you are requesting more than one subject specialty area, enter it in Comments.) Specify <u>Disability Specialty Area</u> ☐ English Learner Authorization Term Other Specialist Credentials ☐ <u>Added Authorizations (AASE)</u> 	English Learner Authorizations <u>BCLAD BILINGUAL AUTHORIZATION - Specify Language</u> Services Credentials Term <u>Specify Other Health Services</u> Child Development Permits (PK) ☐ School-Age Emphasis Designated Subjects (PW) Subject(s) Term Supplementary Authorization(s) (PJ) Subject Matter Authorization(s) <u>CTC Use Only</u> Visiting Faculty Permit Specify Subject
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3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes at any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.

DECLARATION:

I certify (or declare) that I have read the above and completed the following for this renewal of my clear credential:

I have completed _____ hours of professional growth activities

My Professional Growth Advisor is _____

Advisor's Name

Advisor's Phone Number

4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form* ~~a full explanation is required, using a~~ separate sheet of paper. You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction. See the instructions regarding the required documents if you answer yes to any of the following questions.

~~Warning:~~ Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

~~Please check here if you have ever held a credential or license authorizing service in the public schools in another state.~~

State _____ Type of credential _____

Before granting your application, the Commission will review, at a minimum:

- ☐ Federal Bureau of Investigation criminal history (rap sheet)
- ☐ California Department of Justice criminal history (rap sheet)
- ☐ International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- ☐ Previous reviews by the Commission
- ☐ Complaints from others
- ☐ Notifications from school districts
- ☐ Teacher preparation test score violations

You must disclose misconduct, even if:

- ☐ It happened a long time ago
- ☐ It happened in another state, federal court, military or jurisdiction outside the United States
- ☐ You did not go to court and your attorney went for you
- ☐ You did not go to jail or the sentence was only a fine or probation
- ☐ You receive a certificate of rehabilitation
- ☐ Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: You will be required to sign your application under penalty of perjury; by doing so you are also stating:

- ☐ That the information you provide is true and correct;
- ☐ That you understand any and all instructions related to your application;
- ☐ The Commission may reject your application if it is incomplete and it will be delayed;
- ☐ Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential

a. Have you ever been: • <u>dismissed or,</u> • <u>non-reelected or,</u> • <u>or-suspended without pay for more than ten days, or</u> • <u>retired or,</u> • <u>resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending?</u> If the answer is yes, you must submit a full explanation on a separate sheet of paper. ☐ Yes ☐ No	Yes	No
b. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? You must disclose: • <u>all criminal convictions</u> • <u>misdemeanors and felonies</u> • <u>convictions based on a plea of no contest or nolo contendere</u> • <u>convictions dismissed pursuant to Penal Code Section 1203.4</u> • <u>driving under the influence (DUI) or reckless driving convictions</u> • <u>no matter how much time has passed</u> You do not have to disclose: • <u>your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.</u> • <u>Infractions (DUI or reckless driving convictions are <u>not</u> infractions)</u> If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s). See instructions regarding submitting required documents. ☐ Yes ☐ No	Yes	No
c. Are you currently the subject of any inquiry or investigation by <u>any state or federal law enforcement agency or any licensing agency in California or any other state</u> OR have you ever been the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. See instructions regarding submitting required documents. ☐ Yes ☐ No	Yes	No
d. Are any criminal charges currently pending against you? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s). See instructions regarding submitting required documents. ☐ Yes ☐ No	Yes	No
e. Is any disciplinary action now pending against you in any school district or with any other school employer? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action. See instructions regarding submitting required documents.	Yes	No
fe. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, <u>or teaching revoked, denied, suspended, publicly reprovod,</u> and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. If the licensing agency was <u>not</u> the Commission on Teacher Credentialing, see the instructions regarding submitting required documents. ☐ Yes ☐ No	Yes	No

g. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, professional or vocational (not teaching or educational) license, or other document authorizing public school service or teaching, revoked, denied, suspended, and/or rejected for cause otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection. If the licensing agency was not the Commission on Teacher Credentialing, see the [instructions](#) regarding submitting required documents.

☐

Yes

☐

No

5. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Report Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both tat imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐

I agree

Before submitting, please review the application for completeness:

- 1) Personal information with correct SSN, date of birth, and email address filled in on page 1
- 2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
- 3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
- 4) Read and agreed to your responsibilities as a mandated reporter
- 5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.

Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission does not accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

6. OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____
(where you sign the form)

SIGNATURE OF APPLICANT _____

~~Before submitting, please review the application for completeness.~~

7. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code _____ School District CDS Code _____

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency, which Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Comments/Additional Subject Requests:

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE ([Form 41-4](#))

Instruction and Information Sheet

This application form may be used to apply for or renew any credential, certificate, or permit type, with the exception of variable term waivers. Print a copy of the completed application and keep it with your records until your credential has been issued. A separate application form and fee is required for each credential for which you apply.

~~A separate application form and fee is required for each credential for which you apply, whether you are submitting a paper application or an electronic application. If applying for your first credential and do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include fingerprint processing information with your application. There is a fee for processing fingerprint information through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). See the fee schedule (leaflet [CL-659](#)) to determine the correct amount.~~

APPLICATION FORM

You must use the current version of application form 41-4. It is available for download from the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Type or print all information requested on the application form. Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion applicant. It is advisable to print a copy of the completed application and keep it with your records until your credential is issued. The submission of the application and fee, whether paper-based or online, will result in either the issuance of a credential or an evaluation that details the requirements that have not yet been met for the requested credential. If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit the entire packet within 60 working days or a new processing fee will be required.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

~~The Commission cannot accept an application form with a revision date more than five years old. Applications older than five years will be returned to sender. Current versions of all application forms may be downloaded from the Commission's website at www.ctc.ca.gov.~~

~~You are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports (when applicable), and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.~~

~~If you are employed on an emergency permit (other than a 30-Day or Prospective Substitute Permit), Limited Assignment Permit, a Short-Term Staff Permit, Provisional Internship Permit, a Visiting Faculty Permit, a or one-year nonrenewable credential, or District Internship Credential you must apply through your employing agency.~~

~~If you are completing a professional preparation program at a California college or university through a Commission-approved program sponsor, the institution program sponsor will initiate the application process by submitting the application to the Commission electronically on your behalf. If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us the Commission.~~

Supporting Documentation

Each time you submit a new application, you are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential. Transcripts or other supporting materials sent separately from the submission of an application and payment will be returned to the sender without further action. The Commission does not maintain pending files and cannot match pieces of an application that arrive separately.

All Supporting documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. The Commission does not maintain a file of all supporting materials sent with every application. Educators should retain a copy of each application and the related supporting materials submitted to the Commission for reference. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

Throughout these instructions, the use of the word Unless otherwise specified, the term "credential" shall mean any type of credential, certificate, or permit issued by the Commission, unless the specific title of the document is important.

FEES

Please refer to the Commission's fee schedule (Credential Leaflet CL-659) to determine the amount due. You may pay by check or money order, made payable to the Commission on Teacher Credentialing or CTC. Do not send cash. A service charge of \$20 will be assessed for a check that does not clear the bank and your credential may be voided until all fees due are paid in full. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. Applications submitted without the appropriate payment will not be processed and will be returned.

Following the submission of the application, fee, and supporting materials, the application will be evaluated to verify eligibility for the document requested. If your application or a letter is returned to you requesting additional information, you must follow the directions included, attach the requested documentation, and resubmit all items within 60 days of the date of the letter received or a new application fee is required.

Your application and fee remain valid for sixty (60) days (Reference: Title 5, California Code of Regulations, section 80487). Application fees are earned upon receipt and are not refundable. If you do not qualify for the credential type originally applied for, the fee cannot be used to apply for another credential type. If requirements for a document are met after the initial submission of an application, a new application and fee will be required.

PERSONAL INFORMATION

You are required to complete **all** the pertinent spaces in the Personal Information section, including your full legal name and list all former names, including your maiden name, if applicable. Type or print all information requested on this application form. Additionally, you are required to provide your full sSocial sSecurity nNumber (SSN) or federal Individual tTax iIdentification nNumber (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application may will be denied, delayed, or returned to you for completion. See Coded Correspondence 13-14 on the Commission's website for more information. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. An address change may be completed online using the Educator Page button on the Commission's website to edit your personal profile.

Privacy

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, ~~social security number~~ SSN, date of birth, address, ~~E~~ email address, and telephone numbers are used to provide proper identification of your file and, if necessary, to contact you. Other information is used to determine your eligibility.

~~You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.~~

~~With the exception of your SSN and home address, i~~Information displayed online regarding the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to ~~past, present, or prospective employers or institutions of higher education~~ the agency that submitted the application all information provided with applications submitted by you through ~~those agencies that agency~~. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, ~~which authorize this work.~~

You have a right to review personal information maintained on you by ~~our agency~~ the Commission unless access is exempted by law. The Director of the Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95811-4213, ~~(888) 921-2682~~, is responsible for the maintenance of this information.

TYPE OF CREDENTIAL

Use the drop down box next to **OPTIONS** to select the option appropriate to the purpose of the application. If an appropriate option is not listed, you can type in that space your reason for submitting the application. Select the ~~T~~type of ~~C~~credential you are applying for by using the drop-down selections below the heading. **A separate application form and fee is required for each type of credential for which you apply.**

If applicable, include the term, ~~any~~ subject(s) or specialty areas, ~~emphasis~~, and supplementary or subject matter authorizations that may apply. If you do not find a box appropriate to the credential type you are requesting, you may write or type your request in ~~any available space on page 1 of the application or in~~ using the *Comments* section on page 4 of the application form.

Note: Abbreviations found on the application form following the title of credentials such as (PT) for Substitute Permit or (P6) for Administrative Services are for internal Commission use only.

RENEWALS: All ~~professional clear, clear, professional~~ credentials, and Emergency 30-Day Substitute Permits must be renewed online. ~~Most Child Development Permits may also be renewed online.~~ The processing time for credentials renewed online is approximately 10 working days.

PROFESSIONAL FITNESS QUESTIONS / ~~OATH AND AFFIDAVIT~~

You are required to answer all ~~questions in this section~~ Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations. If you answer "yes" to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest.

You must disclose misconduct, even if: a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

~~If you are disclosing a conviction, employer action, investigation, or adverse action that you previously disclosed to the Commission, you must provide an explanation but you do not need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.~~

~~If you answered “yes” to questions **b, c, or d**, you must complete a Personal and Professional Fitness Explanation Form explaining each yes answer and include it with your application packet. Applicants should use this form to explain criminal convictions. Complete a separate form for each incident.~~

~~You must provide the following documents if you answered yes to questions **b, c, or d**:~~

- ▶ ~~A **CERTIFIED** copy of the arrest/investigative report. (Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation.)~~
- ▶ ~~**CERTIFIED** copy of the COMPLETE court documents, including the complaint showing the charges filed and the court docket or minute order showing plea or jury conviction, sentencing, and terms and conditions of probation. If applicable, a certified copy of the document showing dismissal under Penal Code 1203.4, certificate of rehabilitation, or Governor’s pardon. (Contact the court where your case was heard.)~~

~~If you answered “yes” to questions **a, c, f, or g**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.~~

~~You must provide the following documents if you answered “yes” to questions **a or c**:~~

- ▶ ~~A copy of the allegations of misconduct brought against you, your resignation or retirement letter, settlement agreements, final decision by a board or hearing officer, investigation reports, and any other documents related to the action or investigation.~~

~~You must provide the following documents if you answered “yes” to questions **f or g** and the licensing agency was not the Commission on Teacher Credentialing.~~

- ▶ ~~A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.~~

~~If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.~~



Warning! Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. If you

answer “yes” to a question, you must complete a *Professional Fitness Explanation Form* and provide all requested documentation. If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.

CHILD ABUSE AND NEGLECT MANDATED REPORTING

Pursuant to Education Code section 44252, you must read this section and check the box “I agree” verifying that you understand your duties under the Child Neglect and Abuse Reporting Act (Penal Code §11164). Applications received by the Commission after January 1, 2015 must include the mandatory reporter acknowledgement or they will be returned to the sender for completion of this information.

Oath and Affidavit: OATH AND AFFIDAVIT

Please ~~e~~Complete this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

FEES

~~Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. A service charge will be assessed for a check that does not clear the bank.~~

~~The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential (viewable online at www.etc.ca.gov) or an evaluation listing the requirements which have not been met for the requested credential. Once requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)~~

FINGERPRINT INFORMATION

California Residents:

~~If this is your first application for a credential, certificate, or permit, you will need to submit verification that you have had your fingerprints taken electronically by submitting a Live_Scan receipt with your application packet. A copy of the LiveScan form may be found on the Commission’s website at <http://www.etc.ca.gov/credentials/leaflets/41-LS.pdf>. Three copies of the form will be needed for the LiveScan operator. Effective July 1, 2005, California residents do not have the option of submitting fingerprint cards. A copy of the Live Scan form may be found on the Commission’s website at <http://www.etc.ca.gov/credentials/leaflets/41-LS.pdf>.~~

Three copies of the form will be needed for the Live Scan operator. A current listing of Live_Scan sites offering electronic fingerprint services is available to the public on the California Attorney General’s website at using this link: www.ag.ca.gov <http://ag.ca.gov/fingerprints/publications/contact.php>.

If you are renewing a document that has lapsed and have not held any valid document for more than 18 months, under current regulations you must repeat the fingerprinting process for the Commission before your document can be reissued. Please see Credential Leaflet CL-271 for more information on fingerprinting.

Out-of-State/Out-of-Country Residents:

If this is your first application for a credential and you reside outside of California, you will need to submit with your application packet verification that you have had your fingerprints taken electronically by submitting either a LiveScan receipt with your application packet or two fingerprint cards (FD-258) and the additional fingerprint processing fees. The California Department of Justice (DOJ) will accept fingerprint cards from the Commission for teachers only for educators who reside outside of California provided the teacher's home address is from another state or country.

California Penal Code Section 11102.1 precludes the Department of Justice (DOJ) from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller, or by an individual who is specifically exempt from the certification requirement. Individuals residing outside of California and applying for employment or licensure in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. Processing of fingerprint cards takes approximately one month after receipt by the Commission.

If you already have fingerprint clearance on file with the Commission, your credential will be available for viewing and printing on the Commission's website once it is granted. If you submit fingerprint cards with your application packet, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the DOJ and FBI for processing. When we receive clearance from both DOJ and FBI, your credential will be will be available for viewing and printing on the Commission's website. Fingerprint processing generally takes one month.

APPLICATION SUBMISSION DEADLINE

As indicated in California Code of Regulations Title 5 §80440 (b) and (c), applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.

PROCESSING TIME

Title 5, California Code of Regulations, Section 80443, sets a maximum processing time for completed applications of 50 business days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day restriction.

You may check your [application status online](#) and calculate the approximate processing time by clicking [here](#) or you may access these features by visiting the Commission's website at www.ctc.ca.gov.

Please wait until the maximum processing time has passed before contacting the Commission regarding your application status. Applications are processed in the order in which they are received. Staff cannot search for pending applications or process applications out of order.

The Commission suggests you request a return receipt through the post office when you mail your application packet if you would like notice that your application was received by the Commission.

ISSUANCE DATES

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the date the Commission received the application.

Applications Submitted by Agencies

Pursuant to California Code of Regulations Title 5 section 80440(b) and (c), applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential.

The Commission will honor the issuance date established by the employing or recommending agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.

Applications Submitted by Individuals

If an application for a first time or new type of application document is submitted directly to the Commission by an individual, the issuance date of the credential, certificate or permit will be the date the application was received by the Commission.

If the an application is for renewal of a document and the application is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. Applications for renewal may be submitted within one year of a document's current expiration date. If the an application is for renewal and the application is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

PROCESSING TIME

Applications are processed in the order in which they are received. Commission staff cannot search for pending applications and process applications out of order. You may check your application status online using the Educator Page on the Commission's website to determine date received by the Commission and calculate the approximate processing time for your application by clicking here.

Current law sets a maximum processing time for the evaluation of applications of 50 business days after the Commission receives a completed application. Applications delayed by a Commission appeal, Professional Practices review, or fingerprint processing are not subject to the 50-day restriction. Please wait until the maximum processing time has passed before contacting the Commission regarding your application status.

ONLINE CREDENTIAL VIEW AND PRINT PROCESS

Effective September 1, 2008, the Commission will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer be printing and mailing these documents. Instead, they will be available online to colleges, universities, employers, and document holders within 48 hours of issuance. At that time, the document may be printed off the Commission's website at www.etc.ca.gov. The Commission does not print or mail documents. The official record of credentials, certificates, and permits is available through an online view to colleges, universities, and employers through the Search for an Educator option on the Commission's Home page. Document holders may locate their file using the Educator Page function on the Commission's website. Documents are available for view within 3 business days of issuance. For directions on obtaining an unofficial copy of your document, you may use the link How to Print Your Document for assistance.

Before you seal the envelope, make sure you have enclosed:

For the first-time California credential applicant, be sure you have included the following items. Make Be sure you have included the items listed below, all professional fitness questions are answered and that the oath and affidavit has been signed and dated. Incomplete applications will be returned to you the applicant.

- ☐ Completed application (~~form 41-4~~) (~~Revision date may be no more than five years old. you must use the current version of Form 41-4 available online at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>~~)
- ☐ ~~LiveScan receipt (form 41-LS) or, for out of state/country residents only, two fingerprint cards (FD-258)~~
- ☐ Exam score reports, when applicable
- ☐ Official transcripts and other necessary supporting materials, including *Professional Fitness Explanation Form*, as applicable
- ☐ [Processing fees](#) Full payment (see *Fee Information* leaflet [CL-659](#))

First-time California credential applicants *must* also include:

- ☐ Live Scan receipt (form 41-LS) or for out-of-state/country residents only, two completed fingerprint cards (FD-258)

For all other types of applications:

- ☐ ~~Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)~~
- ☐ ~~Official transcripts and/or other necessary materials when applicable~~
- ☐ ~~[Processing fees](#) (see *Fee Information* leaflet [CL-659](#))~~

Mail the completed application and payment to:

Commission on Teacher Credentialing

Certification Division

P.O. Box 944270-1900 Capitol Avenue

Sacramento, CA 94244-2700-95811-4213



Personal and Professional Fitness Explanation Form

The ~~Personal and Professional Fitness~~ section of each application contains ~~seven~~ six questions. If you answered yes to any of ~~these~~ questions, you must submit an Explanation Form **for each incident**, even if the incident was previously disclosed. If you are reporting convictions, each conviction must be disclosed on a separate explanation form.

Scope of Questions:

~~Questions a and e relate to actions by an employer.~~

~~Questions b and d relate to actions by a court or law enforcement agency.~~

~~Question c relates to actions by a court, law enforcement agency, or licensing agency regarding alleged misconduct that involved children or took place on school property.~~

~~Questions f and g relate to actions by a licensing agency.~~

Special note regarding criminal convictions or pending criminal charges:

You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit additional documentation. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

Warning: Failure to disclose any required information is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. Failure to submit the required explanation or documentation may result in your application being rejected.

Using this form:

This form contains five sections. Determine which sections apply to each incident and complete the required information.

<i>If you answered yes to...</i>	<i>Complete the following section of this form...</i> <i>(click the section number to be transported to that section)</i>
Question a	Section 4- <u>A</u>
Question b	Section 2- <u>B</u>

Question c	Section 3- <u>C</u>
Question d	Section 4- <u>D</u>
Question e, f	Section 4- <u>E</u>
Question f	Section 5
Question g	Section 5

Section 1A: Required information for yes answer to ~~Personal and Professional Fitness~~ Question a-~~or e~~.

NOTE: You must provide copies of the following documents regarding the action below: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.

For question a, indicate the action taken:	
☐ Dismissed	Effective date: _____
☐ Retired	Effective date: _____
☐ Resigned	Effective date: _____
☐ Non-reelected	Effective date: _____
☐ Suspended without pay	Effective dates: _____

For question e, describe the disciplinary action that is pending:

Name of employer at time of action or pending action:	
Address:	
Telephone number:	Contact person (if known):

Describe in detail the incident(s) that resulted in the above action or pending disciplinary action (attach additional sheets if necessary):

~~Provide available copies of the following documents regarding the above action: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, and settlement agreements.~~

Section 2B: Required information for yes answer to ~~Personal and Professional Fitness~~ Question b.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.

Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.

Date of conviction:
Date of offense:
List the code section(s) violated, including whether each count was a misdemeanor or a felony:

Location of offense:
Name of law enforcement agency:
Jurisdiction (name of court):

Convicted by: ☐ Jury trial ☐ Guilty plea ☐ Court trial ☐ No contest or nolo contendere plea

Sentence and conditions of probations, if any:
--

Describe the incident(s) leading to your arrest and conviction in detail (attach additional sheets if necessary):

~~Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out of state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the dismissal.~~

~~Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out of state conviction, that jurisdiction's comparable statute? If yes, provide a certified copy of the reduction.~~

Section 3C: Required information for yes answer to Personal and Professional Fitness Question c.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Provide an explanation of inquiry or investigation:

What is the current status of the inquiry or investigation

- ☐ Ongoing (when was the investigation started): _____
- ☐ Completed (when): _____

Location:

Name of agency, department, or law enforcement agency conducting the inquiry or investigation:

Jurisdiction (name of court):

Were children involved: No ☐ Yes ☐

If yes, indicate how:

Did the incident(s) occur on school grounds:	No ☐	Yes ☐
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

Section 4D: Required information for yes answer to ~~Personal and Professional Fitness~~ Question d.

NOTE: You must provide a copy of the investigative report and a certified copy of the court document (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

List the pending charges, including whether each count is a misdemeanor or felony:

In what jurisdiction (court) are the charges pending?
Date(s) of alleged criminal conduct
Name of arresting or investigating agency:

Were children involved:	No ☐	Yes ☐
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Revocation Denial of application Were you subsequently granted?	Date: _____ Date: _____ NO ☐ YES ☐ When? _____
Probation (provide the term) _____ _____ _____	
Other Explain: _____ _____ _____	

Agency's name:	
Address:	
Telephone number:	Contact person (if known):

Location of misconduct:

Were children involved:	No ☐	Yes ☐
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No ☐	Yes ☐
If yes, what school and school district:		

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

~~Provide a copy of any documents provided to you by the agency that took the above-described action.~~

Mail all documents to:
Commission On Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95811-4213

Please use the following “DPP Document Submission Form,” which will assist DPP staff in processing your application in a timely fashion.

50-day deadline does not apply: Education Code section 44350 requires the Commission to process an application within 50 business days of receipt. The timeline pertains to all applications whether submitted online or by paper through the U.S. mail. The only exceptions to the 50-day processing timeline are applications submitted by individuals who must undergo a professional fitness review.



Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811-4213 (916) 322-6253 Fax (916) 445-0800 www.ctc.ca.gov

Attn: David Crable, Certification Division

Title: Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to a Complete Paper Application Packet

Section: Amend 5 CCR §80001; add 5 CCR §80002

Response to the Attached Title 5 Regulations

To allow the Commission on Teacher Credentialing to more clearly estimate the general field response to the attached regulations, please return this response form to the Commission office, attention David Crable, at the above address or fax to his attention at (916) 322-0048. The response must arrive at the Commission by 5:00 pm February 9, 2015 for the material to be presented at the February 13, 2015 public hearing.

1. ☐ **Yes**, I agree with the proposed Title 5 Regulations. Please count me in favor of these regulations.
2. ☐ **No**, I do not agree with the proposed regulations for the following reasons:
PLEASE LIST THE SPECIFIC SECTION. If additional space is needed, use the reverse of this sheet or additional page.

3. ☐ Personal opinion of the undersigned and/or
☐ Organizational opinion representing: (Circle One) School District, County Schools, College/University, Professional Organization, Other _____
4. ☐ I shall be at the public hearing. Place my name on the list for making a presentation to the Commission.
☐ No, I will not make a presentation to the Commission at the public hearing.

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Phone: _____

Employer/Organization: _____

Mailing Address: _____

Route to dc