



CODED CORRESPONDENCE

DATE: June 25, 2015	NUMBER: 15-04
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
SUBJECT: Application Processing Fee Increase Effective July 1, 2015	

Summary:

In the May Revision, the Governor proposed that the Commission on Teacher Credentialing's (Commission) 2015-16 budget include a processing fee increase from \$70 to \$100 (reference Education Code §44235). The Legislature has adopted and the Governor has approved the proposal as part of the 2015 Budget Act; therefore, the proposed fee increase will become effective July 1, 2015.

Key Provisions:

Application Processing Fees

Effective July 1, 2015, the processing fee for teaching and services credentials, certificates, permits, authorizations, and waiver documents (unless exempt) will be \$100.00 (an additional \$2.50 service fee will be assessed for online applications). The new processing fee applies to initial, renewal, and subsequent applications for teaching and services documents received at the Commission on or after July 1, 2015.

The processing fee will continue to be waived on the initial credential application submitted by an out-of-state prepared applicant who relocates to California due to orders received from a branch of the United States Armed Forces requiring his or her spouse to relocate to California. Refer to the [Military Service leaflet \(CL-892\)](#) for additional information regarding this fee waiver.

Applications Submitted via the Online Recommendation System

The CTC Online system has been updated to reflect the increased processing fee for application payments received on or after July 1, 2015. Applicants completing the online payment process on or after that date will be required to submit the \$100.00 processing fee plus the \$2.50

service fee, even if the recommending program sponsor completed the online recommendation before July 1, 2015.

Paper Applications

Paper applications postmarked before July 1, 2015 will be accepted with the \$70.00 processing fee. However, paper applications postmarked on or after July 1, 2015 will be returned for insufficient fees if the enclosed payment is less than \$100.00.

Certificate of Clearance Fees and Credits

The processing fee for a Certificate of Clearance (COC) is \$50.00 (with an additional \$2.50 service fee assessed for online applications) effective July 1, 2015. The fee credit for a COC issued on the basis of the \$100.00 processing fee will be \$50.00 if requested at the time an individual applies for an initial teaching or services credential. The COC fee credit will be considered “used” if not requested at the time the initial teaching or services credential is issued or when the COC expires, whichever occurs first.

Certificate of Eligibility Credit

The processing fee to upgrade a Certificate of Eligibility (Administrative Services or Education Specialist Instruction) is one-half the processing fee in effect at the time the application for the preliminary/Level I is submitted. Therefore, the processing fee to upgrade a Certificate of Eligibility to a Preliminary Administrative Services Credential or a Level I Education Specialist Instruction Credential on or after July 1, 2015 is \$50.00, regardless of the amount paid at the time the Certificate was issued.

Request for Restriction Change

Effective July 1, 2015, the processing fee required at the time an employing agency requests a restriction change on a permit or waiver or when a program sponsor requests a restriction change on an intern credential is \$50.00. The \$50.00 processing fee for restriction changes is only available with the submission of a paper application. The full \$100.00 processing fee plus the \$2.50 service charge will be required for restriction changes submitted via the CTC Online system.

Child Development Permit Upgrades

Regulations allow the holder of an initially issued Child Development Permit to upgrade to a more advanced permit within three years of the issuance date of the permit held for one-half of the processing fee in effect at the time that the application is submitted. Effective July 1, 2015, the processing fee required for individuals who upgrade from an initially issued Child Development Permit to a more advanced permit will be \$50.00.

Certificate of Completion of Staff Development

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

Important Dates:

July 1, 2015 – Effective date for application processing fee increase.



Background:

The Commission is a “special fund” agency because the daily operations of the agency are supported by two special funds: (1) Teacher Credentials Fund; and (2) Test Development and Administration Account. The revenue for these funds comes from the fees collected as the result of issuing documents, administering the various education preparation programs, and examinations for candidates. The processing fee increase will allow the Commission to maintain the essential core functions of the agency.

Source:

Education Code §§44235 and 44253.11(e)

References:

For new fee information please reference the new fee leaflet (CL-659) **after** it becomes effective July 1, 2015. The current version of the fee leaflet remains in effect until June 30, 2015.

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

Contact Information:

Questions may be directed to the Commission’s Information Services staff by email at credentials@ctc.ca.gov or by telephone at (916) 322-4974 Monday through Friday between the hours of 12:30 pm and 4:30 pm.

