



CODED CORRESPONDENCE

DATE: January 11, 2016	NUMBER: 16-01
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: Approved Amendments and Addition to Title 5 Regulations Pertaining to Submission of a Complete Paper Application Packet	

Summary:

Amendments to Title 5 California Code of Regulations (CCR) §80001 and the addition of §80002 pertaining to submission of a complete paper application packet were approved by the Office of Administrative Law and became effective on January 1, 2016. The new regulations pertain to changes in the Commission's credential application and professional fitness forms individuals are required to complete when applying for a credential, certificate, or permit issued by the Commission.

Key Provisions:

Application Form Revisions

The *Application for Credential Authorizing Public School Service* (FORM 41-4) and the associated *Instruction and Information Sheet* (41-4 INSTRUCTIONS) were updated with a revision date of 12/2014 to identify the current version of the form to be used when submitting an application to the Commission for a credential, permit, or certificate. In December 2014, new sections were added to the application form to comply with the provisions of Assembly Bill (AB) 2560 (Bonilla, Chap. 110, Stats. 2014) regarding the Child Abuse and Neglect Reporting Act. Versions of Form 41-4 dated prior to 12/2014 are not valid for use and if submitted to the Commission will be returned to the applicant with instructions to use the current version of the form. Also, minor revisions have been made to the forms for purposes of clarity.

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 approved amendments to 5 CCR §80001 update the revision dates for the FORM 41-4, 41-4 INSTRUCTIONS, and OA-EF form and delete from regulations Form 41-

REN and the related *Renewal and Reissuance Application (FORM 41-REN) Instruction and Information Sheet*.

Complete Application Packet

Each application received by the Commission 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 is incomplete 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; and
- Evidence of fingerprint submission.

If any of these items are absent from the application packet, the application is 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 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



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- (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) Applications missing any of the items listed in subsections (a)(1) through (a)(3)(A) and subsection (b) will be deemed incomplete and will be returned.
 - (2) Applications missing any of the items listed in subsections (a)(4) through (a)(9), (c) and (d) may be rejected with an evaluation which sets forth the requirements that have not been met.
- (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; and Sections 44230, 44235, 44330, 44339, 44340, 44346.5, 44350, Education Code.

