



# CODED CORRESPONDENCE

**DATE:**

February 15, 2018

**NUMBER:**

18-01

**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: Guidance Regarding Corrections to the 41-4 Paper Application**

**Summary:**

The Commission on Teacher Credentialing (Commission) is providing guidance on common mistakes made on the 41-4 application. The Commission will no longer accept Form 41-4 if it has hand written correction notations, cross-outs, white-outs or the like.

**Key Provisions:**

Credential applications submitted to the Commission often have mistakes that could affect the validity of the submission. Mistakes include but are not limited to:

- Names being transposed on the first page of the credential
- Social Security Numbers (SSN) missing digits or listing transposed digits
- Dates of birth listing incorrect information, such as the current year instead of the educator's birth year

It is imperative that all applications submitted to the Commission be free of errors and list every educator's full legal details. If errors are found on an application prior to submission, a new 41-4 application must be filled out, printed, and signed.

Any documents received by the Commission which have these types of corrections will be identified by Commission analysts and a letter asking for a new application will be sent to the appropriate individual(s). Additionally, a 41-NC form will be requested as the identity of an individual with a corrected application must be definitively established. As such, it is important that applicants and employing agencies check applications carefully before submitting.

**Important Dates:**

This guidance is in effect as of 02/15/2018.

**Source:**

Title 5 California Code of Regulations §80002

**Contact Information:**

Questions regarding credential requirements and application submission may be directed to the Commission's Information Services staff by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm.