



CODED CORRESPONDENCE

DATE:

October 4, 2019

NUMBER:

19-07

TO:

All Individuals and Groups Interested in the Activities
of the Commission on Teacher Credentialing

FROM:

Mary Vixie Sandy
Executive Director
Commission on Teacher Credentialing

**SUBJECT: Guidance Regarding New Form for Self-Revocation and Authorization
Changes to Education Specialist Level I Documents**

Summary:

This Coded Correspondence provides guidance to individuals wishing to self-revoke a credential with the Commission on Teacher Credentialing (Commission). Any individual who holds a license authorizing the individual to teach or provide a service in the California public schools has the right to request that the authorization be revoked. This is called a “self-revoke.” This coded also provides guidance to those wishing to change an authorization on a Level I Education Specialist credential.

Key Provisions:

California Education Code allows credential holders to request that credential(s) or authorization(s) be revoked upon request. Effective October 7, 2019, requests for self-revocation of credential(s) or authorization(s) must be submitted with Form 41-RR. Requests without Form 41-RR will be returned to the educator. Full detailed instructions for requesting a self-revocation, including fee information, can be found at the web address listed in the References section below.

Out-of-state prepared teachers who qualified for a Level I Education Specialist Instruction Credential based on a generic special education program may not have an authorization that directly matches the authorizations in California. In these situations, it is possible to request that the Commission change the authorization initially listed on the document. Education

Specialist credentials issued with either the RSG or R19J renewal code are eligible for an authorization change. If one of these codes is not listed on the document a change to the authorization cannot be processed. This request must come directly from the educator, not an employing agency. Effective the date listed below, Form 41-RR must be submitted along with an application form 41-4 and fee for this process.

Important Date:

The 41-RR form will be required effective October 7, 2019.

Source:

Education Code section 44423

References:

[Full details on the self-revocation process](#)

[Form 41-4](#)

[Form 41-RR](#)

Contact Information:

Questions regarding credential requirements and application submission may be directed to the Commission's Information Services Unit by email at credentials@ctc.ca.gov or by telephone at (916) 322-4974 Monday through Friday from 12:00 pm to 4:00 pm.