



# **CODED CORRESPONDENCE**

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**DATE:**

July 2, 2021

**NUMBER:**

21-04

**TO:**

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

**FROM:**

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Executive Director  
Commission on Teacher Credentialing

**SUBJECT: Credential Fee Waiver**

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**Summary**

This Coded Correspondence provides guidance regarding credential fee waiver funds included in the Governor's final budget for fiscal year 2021-22. The funds are to be used towards paying the processing fee for specifically identified initial credentials and permits.

**Key Provisions**

The 2021-22 California state budget includes \$20 million to provide a credential fee waiver between July 1, 2021 and June 30, 2022 for individuals entering the PK-12 educator workforce. The funds can be applied to an applicant's initial application for the credentials and permits listed below if the application is received by the Commission on or after July 1, 2021 through June 30, 2022.

**Credentials and Permits Eligible for Fee Waiver**

- Initial Preliminary Multiple Subject Credential
- Initial Preliminary Single Subject Credential
- Initial Preliminary Education Specialist Credential
- Initial Preliminary Career Technical Education Credential
- Initial Intern Credential (all types)
- Initial Preliminary Administrative Services Credential
- Initial Preliminary Speech-Language Pathologist Services Credential
- Initial Pupil Personnel Services Credential

- Initial Preliminary School Nurse Services Credential
- Initial Preliminary Teacher Librarian Services Credential
- Initial Clinical Rehabilitative Services Credential
- Initial Certificate of Clearance
- Initial Child Development Permits (all types, including upgrades to higher level permits)
- Initial Substitute Teaching Permit (all types)
- Initial Teaching Permit for Statutory Leave

### **Credentials and Permits not Eligible for Fee Waiver**

- Clear Teaching Credential Renewals
- Clear Services Credential Renewals
- Extensions by Appeal
- Designated Subjects Adult Education Teaching Credentials
- Child Development Permit Renewals
- Provisional Internship Permits
- Short-Term Staff Permits
- Variable Term Waivers
- Program-Sponsor Variable Term Waivers
- Other Emergency and Limited Assignment Permits

The fee waiver is only available for initial issuances for one of the listed documents. It applies to all credential pathways, including applicants trained outside of California. This fee waiver is not valid for renewal costs associated with currently licensed individuals. Current credential holders who have earned an additional credential from the approved list may use the waiver for the cost of that initial application for the new credential.

### **Implementation of Fee Waiver**

#### *Paper Applications*

On July 1, 2021, the Commission will begin implementing the fee waiver for all applicable applicants whose online or paper application is received between July 1, 2021 and June 30, 2022. Those submitting applications via US mail for a qualifying document are not required to submit the application fee. If an applicant submits a fee via US mail with an application that qualifies for the fee waiver, the Commission will return the payment via mail to the address indicated on the application.

#### *Online Applications and Recommendations*

In order to implement the fee waiver for online applications and recommendations, the Commission will need to modify the CTC Online credential system. These modifications will take approximately four weeks to complete. Because of this, online applications or recommendations that are submitted between July 1<sup>st</sup> and the date the system modifications are complete will require the applicant to pay the \$100 application fee and the \$2.50 processing fee. However, the Commission will automatically issue the applicant a refund for the \$100 application fee and the \$2.50 processing fee if their online application qualifies for the fee

waiver. The applicant will be notified that a refund is forthcoming and both the program sponsor and applicant will not need to request a refund.

**Important Dates**

These funds are available beginning July 1, 2021 or whenever the final budget is signed, whichever is later. The funds are no longer available after June 30, 2022.

**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](mailto:credentials@ctc.ca.gov).