



Credential Information Alert

DATE:

June 5, 2023

NUMBER:

23-03

SUBJECT: Application Form 41-4: New Web Form

Summary:

The purpose of this Credential Information Alert (CIA) is to announce that the Commission will be replacing the current PDF version of the Application Form 41-4 with a fillable web form. The new web form can be filled out electronically online. Once completed, it will generate a printable document that must be signed and mailed to the Commission along with the processing fee and any supporting documentation required.

Key Provisions:

The [Application Form 41-4 web form](#) is a fillable online application that will help guide an applicant in completing all the required fields in each of the applicable sections. The required fields will need to be filled in prior to a PDF application being generated; if a required field is missing, the applicant will receive an error message. Once all required fields are completed, the PDF of the 41-4 web form can then be generated, printed, and signed with “wet” ink or an acceptable electronic signature (see [Credential Information Alert 23-01](#)).

Previously, if an incomplete paper application packet was received, an intake return letter detailing the error(s) was mailed to the applicant or the employing entity listed in the file box. The 41-4 web form will greatly reduce these errors as the application cannot be generated until all required fields are completed correctly.

Title 5 of the California Code of Regulations §80002 defines a complete application packet and requires the application to include (1) full legal name, including all former or maiden names; (2) date of birth; and (3) Social Security Number (any applicant that does not possess a Social Security Number may include an Individual Tax Identification Number (ITIN) as an alternative). Only a complete application for a credential will be processed by the Commission. The new web form will ensure that each applicant has included this required information and will greatly

reduce the potential for an applicant to inadvertently submit an application with missing or incorrect information. In turn, the web form will reduce errors and decrease processing times for applications.

References:

Title 5 California Code of Regulations §80002

Important Dates:

The web form is available as of June 5, 2023. The 41-4 PDF version will be available until July 1, 2023, after which it will be archived.

Contact Information:

Questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.