

# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE ([Form 41-4](#))

## Instruction and Information Sheet

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This application form may be used to apply for or renew any credential, certificate, or permit type with the exception of variable term waivers. **A separate application form and fee is required for each credential for which you apply. You must use the current version of application Form 41-4. It is available for download from the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>.**

### APPLICATION FORM

Type or print all information requested on the application form. **Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the applicant. It is best to fill out the application form online and print it rather than fill it out by hand to assure it is fully legible.** It is advisable to print an extra copy to keep with your records until your credential is issued.

*You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.*

If you are employed on an emergency or teaching permit (other than a 30-Day or Prospective Substitute Permit), or a one-year nonrenewable credential, you must submit your application through your employing agency. If you are completing a professional preparation program through a Commission-approved program sponsor, the program sponsor will initiate the application process by submitting the application to the Commission electronically on your behalf.

### *Supporting Documentation*

Each time you submit a new application, you are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential. **Transcripts or other supporting materials sent separately from the submission of an application and payment or from a Commission letter requesting the documentation are destroyed without being reviewed.** The Commission does not maintain pending files and cannot match pieces of an application that arrive separately.

“Official transcripts” refers to the original college issued documents, not photocopies. Internet printouts and student grade reports are not acceptable. Official transcripts submitted with an application need not remain sealed in the original envelope so an educator can verify these for accuracy. Employing agencies and program sponsors submitting paper applications on behalf of applicants may submit verified true copies of official transcripts.

The Commission will accept electronic versions of official transcripts (e-transcripts) when verification is provided that the transcripts were submitted directly from the college or university to a school district, county office, or credential program sponsor. Such verification is usually provided on the e-transcript coversheet or each page of the transcript. The Commission **will not** accept e-transcripts that were sent directly to an individual educator.

Supporting documentation, including transcripts, becomes the property of the Commission when submitted and will not be returned. The Commission does not maintain a file of all supporting materials sent with every application. Educators should retain a copy of each application and the related supporting materials submitted to the Commission for reference. Requirements may be subject to change and are fully referenced in California Code of Regulations, Title 5, and the California Education Code.

Unless otherwise specified, the term "credential" as used herein means any type of credential, certificate, or permit issued by the Commission.



## FEES

Please refer to the Commission's fee schedule (Credential Leaflet [CL-659](#)) to determine the amount due. You may pay by check or money order, made payable to the Commission on Teacher Credentialing or CTC. *Do not send cash.* **A service charge of \$20 will be assessed for a check that does not clear the bank and your credential may be voided until all fees due are paid in full.** If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to the Commission for all of their applicants. **Applications submitted without the appropriate payment will not be processed and will be returned.**

Following the submission of the application, fee, and supporting materials, the application will be evaluated to verify eligibility for the document requested. If you receive a letter requesting additional information to complete your application (it may or may not be accompanied by your original application), you must attach the requested documentation to the Commission's letter and resubmit all items within 60 days of the date on the letter you received or a new application fee is required. If your application was also returned for correction, you must also return the original application when corrections are submitted.

Your application and fee remain valid for sixty (60) days (Reference: Title 5, California Code of Regulations, section 80487). **Application fees are earned upon receipt and are not refundable.** If you do not qualify for the credential type originally applied for, the fee cannot be used to apply for another credential type. If requirements for a document are met *after* the initial submission of an application, a new application and fee will be required.

## PERSONAL INFORMATION

You must complete *all* the required fields (\*) in the Personal Information section, including your full legal name and list all former names, including your maiden name, if applicable. Additionally, you are required to provide your full Social Security Number (SSN) or Individual Tax Identification Number (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application will be returned to you for completion. See [Coded Correspondence 13-14](#) on the Commission's website for more information.

**Current document holders note:** If you have legally changed your name, you must submit *by postal mail* a completed [Form 41-NC](#) to the Commission along with any required documentation as indicated on the form.

**You must not submit an application to the Commission with handwritten changes to any information required to process your application. Applications with blotted out, crossed out, or whited out changes will be returned and a new Form 41-4 complete and free from errors will be required.**

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. You may complete your change of address online using the [Educator Login](#) button on the Commission's website.

## Privacy

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification of your file and, if necessary, to contact you. Other information is used to determine your eligibility.

Information displayed online regarding the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to the agency that submitted the application all information provided with applications submitted by you through that agency. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code sections 44200-44439.



You have a right to review personal information maintained on you by the Commission unless access is exempted by law. The Director of the Certification Division, 1900 Capitol Avenue, Sacramento, California 95811-4213, is responsible for the maintenance of this information.

### **TYPE OF CREDENTIAL**

Use the drop down box next to **OPTIONS** to select the option appropriate to the purpose of the application. If an appropriate option is not listed, you can type in that space your reason for submitting the application. Select the type of credential you are applying for by using the drop-down selections below the heading. **A separate application form and fee is required for each type of credential for which you apply.**

If applicable, include the term, subject(s) or specialty areas, and supplementary or subject matter authorizations that may apply. If you do not find a box appropriate to the credential type you are requesting, you may write or type your request in using the *Comments* section on page 5 of the application form. This space can also be used when seeking more than one subject area on a Single Subject Credential. The Commission has the authority to determine the term of any credential to be issued.

**Note:** Abbreviations found on the application form following the title of credentials such as (PT) for Substitute Permit or (P6) for Administrative Services are for internal Commission use only.

**RENEWALS: All clear credentials and Emergency 30-Day Substitute Permits must be renewed online. The processing time for credentials renewed online is approximately 10 working days.**

### **CHILD DEVELOPMENT PERMIT RENEWAL: SELF-VERIFICATION**

**This section applies only to applicants who currently hold a Child Development Permit (other than the Associate Teacher Permit) and are seeking renewal.** You may either complete the self-verification section on the application form or submit the [Professional Growth Plan and Record Form CL-826](#) along with your application. If you choose to self-verify the completion of your professional growth activities, you may be subject to an audit. If the audit determines that you did not complete the professional growth requirements, your credential will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record Form for one year following the submission of your application.

### **PROFESSIONAL FITNESS QUESTIONS**

You are required to answer all Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations.

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.



**Warning:** Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. If you answer “yes” to a question, you must complete a [Professional Fitness Explanation Form](#) and provide all requested documentation. If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.

### **CHILD ABUSE AND NEGLECT MANDATED REPORTING**

Pursuant to Education Code section 44252, you must read this section and check the box “I agree” verifying that you understand your duties under the Child Neglect and Abuse Reporting Act (Penal Code §11164). Applications received by the Commission after January 1, 2015 must include the mandatory reporter acknowledgement or they will be returned to the sender for completion of this information.

### **EMPLOYING AGENCY INFORMATION**

This section must be completed by the employing school agency for applications requesting any credential, certificate, and permit type where service will be restricted to that employing agency. **Individuals applying directly to the Commission for a document do not need to complete this section.**

### **OATH AND AFFIDAVIT**

You must complete all portions this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

### **FINGERPRINT INFORMATION**

#### ***California Residents***

If this is your first application for a credential, certificate, or permit, you will need to submit verification that you have had your fingerprints taken electronically by submitting a Live Scan receipt with your application packet. **California residents do not have the option of submitting fingerprint cards.** A copy of the Live Scan form may be found on the Commission’s website at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.

Three copies of the form will be needed for the Live Scan operator. A current listing of Live Scan sites offering electronic fingerprint services is available to the public on the California Attorney General’s website using this link: <http://ag.ca.gov/fingerprints/publications/contact.php>.

If you are renewing a document that has lapsed and have not held any valid document for more than 18 months, under current regulations you must repeat the fingerprinting process for the Commission before your document can be reissued. Please see [Credential Leaflet CL-271](#) for more information on fingerprinting.

#### ***Out-of-State/Out-of-Country Residents***

If this is your first application for a credential and you reside outside of California, you must submit with your application packet two fingerprint cards (FD-258) and the additional fingerprint [processing fees](#). The California Department of Justice (DOJ) will accept fingerprint cards only for educators who reside outside of California.

Individuals residing outside of California and applying for employment or licensure in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. Processing of fingerprint cards takes approximately one month after receipt by the Commission. Fingerprint cards can be ordered from the Commission by sending an email to [OutofStateFPs@ctc.ca.gov](mailto:OutofStateFPs@ctc.ca.gov).



Fingerprint processing completed for other agencies cannot be used in place of completing the fingerprinting process specifically for the Commission as this information is not transferrable between agencies.

## ISSUANCE DATES

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the date the Commission received the application.

### *Applications Submitted by Agencies*

Pursuant to California Code of Regulations Title 5 section 80440 (b) and (c), applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential.

The Commission will honor the issuance date established by the employing or recommending agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was received within the submission deadline. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.

### *Applications Submitted by Individuals*

If an application for a first time or new type of document is submitted directly to the Commission by an individual, the issuance date of the credential, certificate or permit will be the date the application was received by the Commission.

If an application for renewal of a document is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. Applications for renewal may be submitted within one year of a document's current expiration date. If an application for renewal is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

## PROCESSING TIME

Applications are processed in the order in which they are received. *Commission staff cannot search for pending applications or process applications out of order.* You may check your application status online using the [Educator Login](#) to find the date it was received by the Commission. [Click here](#) for the current processing date.

Current law sets a maximum processing time for the evaluation of applications of 50 business days after the Commission receives a completed application. Applications delayed by a Professional Practices review or fingerprint processing are not subject to the 50-day restriction. Please wait until the maximum processing time has passed before contacting the Commission regarding your application status.

## ONLINE CREDENTIAL VIEW AND PRINT PROCESS

The Commission does not print or mail documents. The official record of credentials, certificates, and permits is available through an online view to colleges, universities, and employers through the [Search for an Educator](#) option on the Commission's Home page (see the drop down under the Employers link). Document holders may locate their file using the [Educator Login](#) function on the Commission's website. Documents are available for view within 3-5 business days of issuance. For directions on obtaining an unofficial copy of your document, see the instructions under the drop down link [Print a Document's Detail](#) for assistance.

### **Before you seal the envelope:**

Be sure you have included the items listed below, all professional fitness questions are answered and that the oath and affidavit has been signed and dated. **Incomplete applications will be returned to the applicant.**



- Completed application (you must use the current version of Form 41-4 available online at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>)
- Exam score reports, when applicable
- Official transcripts and other supporting materials, including Professional Fitness Explanation Form, as applicable
- Full payment (see *Fee Information* leaflet [CL-659](#))

First-time California credential applicants must also include:

- Live Scan receipt ([form 41-LS](#)) or for out-of-state/country residents only, two completed fingerprint cards (FD-258)

**Mail the completed application and payment to:**

Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

