



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

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

REQUEST FOR A THREE-YEAR EXTENSION For Multiple Subject, Single Subject and Education Specialist Teaching Credentials

This option is available only to individuals issued a preliminary or Level I general education or special education teaching credential that requires, in addition to any other requirements, completion of a teacher induction program to qualify for the clear credential. To qualify, individuals must certify that they are not currently employed in a position that allows for completion of an induction program. Individuals may apply for this extension at any time within one year of a credential's expiration or if it has already expired. *There is no penalty for allowing a credential to expire if an individual is not employed in a position that requires it.*

Individuals do not qualify for a three-year extension if currently employed in a position that allows for enrollment in a teacher induction program, if previously employed in such a position for more than one year, or if not required to complete a teacher induction program to earn the clear credential. Per Title 5 Regulations, section 80523(e), employment at an agency that does not offer an induction program, such as a private school, does not meet the criteria for the three-year extension. See [Credential Leaflet AL-3](#) and [Coded Correspondence #19-04](#) for more details.

Individuals must submit an application packet directly to the CTC consisting of **all** of the following:

1. Completed *Request for a Three-Year Extension* (form CL-884)
2. Completed application ([Form 41-4](#)), marked "3-year extension" in the upper right hand corner of the application form (next to "Appeal")
3. Application [processing fee](#)

Name of Applicant: _____
FIRST MIDDLE LAST

Type of Credential: Multiple Subject Single Subject: Subject(s) _____

Education Specialist: Specialty Area: _____

I certify that (check one):

I have never been employed in a position eligible for the induction program.

I was previously employed for one year or less in a position eligible for the induction program but am no longer employed in such a position.

All applicants must provide an explanation as to why the renewal requirements were not completed and describe a plan to complete the renewal requirements during the valid period of the extension, if granted.

I certify under penalty of perjury that the foregoing statements are true and correct.

Applicant's Signature _____ Date _____