

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

Instruction and Information Sheet

This application form may be used to apply for any credential, certificate, or permit type, with the exception of variable term waivers. Print a copy of the completed application and keep it with your records until your credential has been issued.

A separate application form and fee is required for each credential for which you apply, whether you are submitting a paper application or an electronic application. If applying for your first credential and do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include fingerprint processing information with your application. There is a fee for processing fingerprint information through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). See the fee schedule (leaflet [CL-659](#)) to determine the correct amount.

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion. The submission of the application and fee, whether paper-based or online, will result in either the issuance of a credential or an evaluation that details the requirements that have not yet been met for the requested credential. If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit the entire packet within 60 working days or a new processing fee will be required.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

The Commission cannot accept an application form with a revision date of more than five years old. Applications older than five years will be returned to sender. Current versions of all application forms may be downloaded from the Commission's website at www.ctc.ca.gov.

You are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports (when applicable), and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.

If you are employed on an emergency permit (other than a 30-Day Substitute Permit), a Short-Term Staff Permit, Provisional Internship Permit, a Visiting Faculty Permit, a one-year nonrenewable credential, or District Internship Credential you must apply through your employing agency. If you are completing a professional preparation program at a California college or university, the institution will initiate the application process by submitting the application to the Commission electronically on your behalf.

If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us.

All documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

Throughout these instructions, the use of the word "credential" shall mean any type of credential, certificate, or permit issued by the Commission, unless the specific title of the document is important.

1. PERSONAL INFORMATION

Type or print all information requested on this application form. You are required to provide a social security number or federal tax identification number on your application pursuant to 42 USC §666 and California Family Code §17520. If not furnished, your application may be denied, delayed, or returned for completion. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

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, social security number, date of birth, address, E-mail address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility.

You must provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on 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 with past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. 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, which authorize this work.

You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95814, (916) 445-7254, is responsible for the maintenance of this information.

2. TYPE OF CREDENTIAL

Select the Type of Credential you are applying by using the drop-down selections. If applicable, include the term, any subjects, emphasis, 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 any available space on page 1 of the application or in the *Comments* section of the application form.

RENEWALS: All professional clear, clear, and professional credentials must be renewed online. Emergency 30-Day Substitute Permits, and most Child Development Permits may also be renewed online. The processing time for credentials renewed online is approximately 10 days.

3. PROFESSIONAL FITNESS QUESTIONS / OATH AND AFFIDAVIT

You are required to answer all questions in this section. If you answer “yes” to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

If you answered “yes” to questions **c, d, or e**, you must complete an [Explanation of Criminal Charges Form](#) explaining each yes answer and include it with your application packet. Applicants should use this form to explain any criminal convictions. Complete a separate form for each incident.

You must provide the following documents if you answered yes to questions **c, d, or e**:

- ▶ A **CERTIFIED** copy of the arrest/investigative report. (Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation.)
- ▶ A **CERTIFIED** copy of the COMPLETE court documents, including the complaint showing the charges filed and the court docket or minute order showing plea or jury conviction, sentencing, and terms and conditions of probation. If applicable, a certified copy of the document showing dismissal under Penal Code 1203.4, certificate of rehabilitation, or Governor’s pardon. (Contact the court where your case was heard.)

If you answered “yes” to questions **b, f, g, or h**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.

You must provide the following documents if you answered “yes” to questions **b or f**:

- ▶ A copy of the allegations of misconduct brought against you, your resignation or retirement letter, settlement agreements, final decision by a board or hearing officer, investigation reports, and any other documents related to the action or investigation.

You must provide the following documents if you answered “yes” to questions **g or h** and the licensing agency was not the Commission on Teacher Credentialing.

- ▶ A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.

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.

Oath and Affidavit: Please complete 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.

FEES

Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. 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. A service charge will be assessed for a check that does not clear the bank.

The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential (viewable online at www.ctc.ca.gov) or an evaluation listing the requirements which have not been met for the requested credential. Once requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)

FINGERPRINT INFORMATION

California Residents: If this is your first application for a credential, you will need to submit verification that you have had your fingerprints taken electronically by submitting a LiveScan receipt with your application packet. A copy of the LiveScan form may be found on the Commission's website at www.ctc.ca.gov/credentials/leaflets/41-LS.pdf. Three copies of the form will be needed for the LiveScan operator. Effective July 1, 2005, California residents do not have the option of submitting fingerprint cards. A current listing of LiveScan sites offering electronic fingerprint services is available to the public on the California Attorney General's website at www.ag.ca.gov.

Out-of-State/Out-of-Country Residents: If this is your first application for a credential, you will need to submit verification that you have had your fingerprints taken electronically by submitting either a LiveScan receipt with your application packet or two fingerprint cards (FD-258) and [processing fees](#). The California Department of Justice (DOJ) will accept fingerprint cards from the Commission for teachers who reside outside of California provided the teacher's home address is from another state or country.

California Penal Code Section 11102.1 precludes the Department of Justice (DOJ) from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller, or by an individual who is specifically exempt from the certification requirement. 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.

If you already have fingerprint clearance on file with the Commission, your credential will be available for viewing and printing on the Commission's website once it is granted. If you submit fingerprint cards with your application packet, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the DOJ and FBI for processing. When we receive clearance from both DOJ and FBI, your credential will be available for viewing and printing on the Commission's website. Fingerprint processing generally takes one month.

APPLICATION SUBMISSION DEADLINE

As indicated in California Code of Regulations Title 5 §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. 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.

PROCESSING TIME

Title 5, California Code of Regulations, Section 80443, sets a minimum processing time for completed applications of 50 business days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day restriction.

You may check your [application status online](#) and calculate the approximate processing time by clicking [here](#) or you may access these features by visiting the Commission's website at www.ctc.ca.gov.

Please wait until the minimum processing time has passed before contacting the Commission regarding your application status. Applications are processed in the order in which they are received. Staff cannot search for pending applications or process applications out of order.

The Commission suggests you request a return receipt through the post office when you mail your application packet if you would like notice that your application was received by the Commission.



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. The Commission will honor the issuance date established by the employing agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below.

If a first time or new type of application 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 the application is for renewal and the application 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. If the application is for renewal and the application 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.

ONLINE CREDENTIAL VIEW AND PRINT PROCESS

Effective September 1, 2008, the Commission will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer be printing and mailing these documents. Instead, they will be available online to colleges, universities, employers, and document holders within 48 hours of issuance. At that time, the document may be printed off the Commission's website at www.ctc.ca.gov.

Before you seal the envelope, make sure you have enclosed:

For the first-time California credential applicant, be sure you have included the following items. Make sure all questions are answered and that the oath has been signed and dated. Incomplete applications will be returned to you.

- Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)
- LiveScan receipt ([form 41-LS](#)) or, for out-of-state/country residents only, two fingerprint cards (FD-258)
- Exam score reports when applicable
- Official transcripts and other necessary materials
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

For all other types of applications:

- Completed application ([form 41-4](#)) (Revision date may be no more than five years old.)
- Official transcripts and/or other necessary materials when applicable
- [Processing fees](#) (see *Fee Information* leaflet [CL-659](#))

Mail to:

Commission on Teacher Credentialing
P.O. Box 944270
Sacramento, CA 94244-2700

