



## APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE (Form 41-4) Instruction and Information Sheet

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### COMPLETING YOUR APPLICATION

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, which is available for download from the Commission's website.**

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 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.**

### 1. 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. For more information, see Coded Correspondence 13-14 on the Commission's website.

***You must provide the Commission with a valid email address on your application form to receive automated notifications regarding your application and credential status.***

**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 are required to notify the Commission of any address change pursuant to 5 CCR §80412. A change of mailing or email address may be completed online by using this link for the Educator Login button on the Commission's website.

### 2. APPLICATION TYPE

Select the one category most appropriate to the purpose of the application.

### 3. CHOOSE DOCUMENT TYPE

Pick the document type you wish to apply for from this section. If the document type you are seeking is not listed here, you can use one of the "Other" boxes in this section to indicate the type of document sought with this application. **A separate application form and fee is required if you wish to apply for more than one credential type.**

### 4. SELECT AUTHORIZATION/SUBJECT AREA(S)

Use the spaces shown, whether an open space or drop down box, to select the subject area or type of authorization to list on the credential or permit sought. If seeking more than one subject area on a Single Subject Credential, you may indicate additional subject areas in the *Comments* section on page 5 of the application form. The Commission has the authority to determine the term of any credential issued.

### 5. CHILD DEVELOPMENT PERMIT RENEWAL: SELF-VERIFICATION

**This section should be completed only by applicants who hold a Child Development Permit (other than the Associate Teacher Permit) and seek to renew the permit.** You may either complete the self-verification in Section 3 on Form 41-4 or submit Form CL-826, the Professional Growth Plan and Record along with your application. If you choose to self-verify 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.

### 6. 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.

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

Pursuant to Education Code section 44252, you must read this section and mark 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. **Please use the most current version of Form 41-4 available on the website.**

## **8. EMPLOYING AGENCY INFORMATION**

If you are seeking employment based on an emergency or teaching permit (other than a 30-Day or Prospective Substitute Permit), a one-year nonrenewable credential, or intern credential, this section must be completed by the employing school agency and submitted to the Commission by that agency. **Individuals applying directly to the Commission for other types of documents should not to complete this section.**

## **9. OATH AND AFFIDAVIT**

You must complete all portions of 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.

## **ADDITIONAL INFORMATION ON APPLICATION SUBMISSION**

### ***Supporting Documentation***

You are responsible for providing the appropriate official transcripts, letters verifying experience, exam score reports, and any other information needed to determine your eligibility for the credential sought with each application you submit. **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 cannot match pieces of an application that arrive separately.

“Official transcripts” refers to the original college issued documents, not photocopies. Internet PDF 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.

All 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.

### ***Fees***

Please refer to the Commission's fee schedule (Credential Leaflet [CL-659](#)) to determine the amount due. Application fees may be paid 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.**

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.

### ***Fingerprint Information***

If this is your first application for a credential, certificate, or permit, you must provide verification that you have completed fingerprint processing. **California residents must complete the electronic Live Scan process and do not have the option of submitting fingerprint cards.** Individuals applying for their first credential who reside outside California must submit with their application packet two fingerprint cards (FD-258) and the additional fingerprint [processing fees](#). A copy of the [Live Scan form \(Form 41-LS\)](#) may be downloaded from the Commission's website. Please see [Credential Leaflet CL-271](#) for more information on fingerprint processing.

### ***Application Processing***

Applications are processed in the date 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 for completion of a fitness 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.**

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 by postal mail within 60 days of the date on the Commission's letter or a new application and fee will be required. If your application was also returned for correction, you must return the original application along with any corrections submitted.

### **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.

### **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 access their file using the [Educator Login](#) button on the [Commission's Home page](#). 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](#)
- 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

# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see [Application Instructions](#))

Appeal: \_\_\_\_\_

Route to: \_\_\_\_\_

Mail application and payment  
(check or money order) to:  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, California 95811-4213

| Commission Use Only: Fee Information |    |       |
|--------------------------------------|----|-------|
| APP                                  | FP | Other |

|   |   |
|---|---|
| <p style="text-align: center;">CTC Use Only</p> | <p style="text-align: center;">IHE/County/District Use Only</p> <p>Issuance Date: _____</p> <p>Email: _____</p> |
|---|---|

## 1. PERSONAL INFORMATION (type or print)

|   |                   |  |             |
|---|-------------------|--|-------------|
| *Social Security or Individual Tax Identification Number: _____ |                   | *Date of Birth: (mm/dd/yyyy) _____             |             |
| *My Full Legal Name: _____                                      |                   |  |             |
| First   | Middle            | Last   |             |
| All Former/Maiden Name(s): _____                                |                   | County/District of Employment (CA only): _____ |             |
| *Address: _____   |                   |  |             |
| *City: _____  |                   | *State: _____                                  | *Zip: _____ |
| Home Phone: _____   | Work Phone: _____ | Mobile Phone: _____                            |             |
| *Email Address: _____   |                   |  |             |

\* = Required Information

## 2. APPLICATION TYPE REQUESTED: (select only one option)

- New Credential/Permit  
  Extension by Appeal  
  Upgrade (Clear Credential or Child Development Permit)  
  Renewal  
 Add Subject/Authorization to Existing Document  
  Change of Restriction  
  Certificate of Clearance (out-of-state residents)

## 3. CHOOSE DOCUMENT TYPE: (make only one selection in this section)

\* = Available at the request of a California Local Education Agency (LEA) only. Documents in bold font require you to select from Section 4 below a Subject or Authorized Area of Service to be listed on the document.

|  |  |  |   |  |
|--|--|--|---|--|
| <b>TEACHING CREDENTIALS:</b><br><input type="checkbox"/> Single Subject<br><input type="checkbox"/> Multiple Subject<br><input type="checkbox"/> Education Specialist<br><input type="checkbox"/> Career Technical (CTE)<br><input type="checkbox"/> Adult Education<br><input type="checkbox"/> Other:<br>_____ | <b>SERVICES CREDENTIALS:</b><br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Pupil Personnel<br><input type="checkbox"/> Speech-Language Pathology<br><input type="checkbox"/> Teacher Librarian<br><input type="checkbox"/> School Nurse<br><input type="checkbox"/> Other:<br>_____ | <b>EMERGENCY PERMITS*:</b><br><input type="checkbox"/> Limited Assignment *<br><input type="checkbox"/> Short-Term Staff*<br><input type="checkbox"/> Provisional Internship*<br><input type="checkbox"/> EM CLAD*<br><input type="checkbox"/> EM Bilingual*<br><input type="checkbox"/> EM Teacher Librarian*<br><input type="checkbox"/> EM Resource Specialist* | <b>SUBSTITUTE PERMITS:</b><br><input type="checkbox"/> 30-Day Substitute<br><input type="checkbox"/> Career Substitute*<br><input type="checkbox"/> Prospective Substitute<br><input type="checkbox"/> Teaching Permit for Statutory Leave*<br><input type="checkbox"/> 30-Day CTE Substitute | <b>CHILD DEVELOPMENT PERMITS:</b><br><input type="checkbox"/> Assistant<br><input type="checkbox"/> Associate Teacher<br><input type="checkbox"/> Teacher<br><input type="checkbox"/> Master Teacher<br><input type="checkbox"/> Site Supervisor<br><input type="checkbox"/> Program Director<br><input type="checkbox"/> Children's Center Permit<br><input type="checkbox"/> School-Age Emphasis |
|--|--|--|---|--|

## 4. SELECT AUTHORIZATION/SUBJECT AREA(S): (to choose additional subject areas, see page 5 "Comments" box)

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Multiple Subject (Elementary Teaching)<br><input type="checkbox"/> Single Subject (Secondary Teaching):<br>_____<br>(Specify World Language-if applicable)<br>_____<br><input type="checkbox"/> Special Education Specialty Areas:<br>_____<br><input type="checkbox"/> CTE Industry Sector:<br>_____<br><input type="checkbox"/> Adult Education Subjects:<br>_____ | <input type="checkbox"/> English Learner Authorization<br><input type="checkbox"/> CLAD Certificate<br><input type="checkbox"/> Bilingual Authorization:<br>(Specify Language)<br>_____<br><input type="checkbox"/> Pupil Personnel Services:<br>_____ | <input type="checkbox"/> Supplementary Authorization/<br>Subject Matter Authorization:<br>_____<br><p style="text-align: center;">CTC Use Only</p> |
|---|--|--|



**5. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION**

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit 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 this application.

**DECLARATION:**

I certify (or declare) that I have read the above and completed the following for this renewal of my Child Development Permit:

I have completed \_\_\_\_\_ hours of professional growth activities

My Professional Growth Advisor is \_\_\_\_\_  
Advisor’s Name Advisor’s Phone Number

**6. PROFESSIONAL FITNESS QUESTIONS**

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- 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



**WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:**

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- 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;
- The Commission may reject your application if it is incomplete and it will be delayed.



a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired, or
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- 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.
- infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No





f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

## 7. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a documentholder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a documentholder, I will fulfill all the duties required of a mandated reporter.

I agree

## 8. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code \_\_\_\_\_ School District CDS Code \_\_\_\_\_

Charter School/Non-Public School or Agency/Statewide Agency Name \_\_\_\_\_

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

**Before submitting, please review the application for completeness:**

- 1) Personal information with correct SSN, date of birth, and email address filled in on page 1
- 2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
- 3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
- 4) Read and agreed to your responsibilities as a mandated reporter
- 5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.



Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission *does not* accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

**9. OATH AND AFFIDAVIT \***

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
(where you sign the form)

SIGNATURE OF APPLICANT \_\_\_\_\_

\* You must complete all portions of this section.

Comments/Additional Subject Requests:



# REQUEST FOR LIVE SCAN SERVICE

FORM 41-LS Rev. 04/15

## Applicant Submission

|   |  |                  |
|---|--|------------------|
| ORI: <b>A0281</b><br><small>Code assigned by DOJ</small>                            | Type of Application: <b>License/Certification/Permit</b> | <b>Section 1</b> |
| Job Title or Type of License, Certification or Permit: <b>TEACHER CRED 44340 EC</b> |  |                  |

|   |  |                  |
|---|--|------------------|
| Agency Address Set Contributing Agency:   |  | <b>Section 2</b> |
| <b>CASM TEACHER CREDENTIALING</b><br><small>Agency authorized to receive criminal history information</small> | <b>03294</b><br><small>Mail Code (five-digit code assigned by DOJ)</small> |                  |
| <b>1900 Capitol Avenue</b><br><small>Street No. Street or PO Box</small>                                      | Contact Name (Mandatory for all school submissions)                        |                  |
| <b>Sacramento</b> <b>CA</b> <b>95811-4213</b><br><small>City State Zip Code</small>                           | Contact Telephone No.  |                  |

|   |  |                  |
|---|--|------------------|
| *Name of Applicant: _____<br><small>(Please print) Last First MI</small>                  |  | <b>Section 3</b> |
| *Alias: _____<br><small>Last First</small>  | *Driver's License No: _____  |                  |
| *Date of Birth: _____ *Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | Misc. No. BIL - _____<br><small>Agency Billing Number</small>      |                  |
| *Height: _____ *Weight: _____   | Misc. Number: _____  |                  |
| *Eye Color: _____ *Hair Color: _____  | *Home Address: _____<br><small>Street No. Street or PO Box</small> |                  |
| *Place of Birth: _____  | _____<br><small>City, State and Zip Code</small>                   |                  |
| *Social Security Number (full): _____   | * Required Fields  |                  |

|   |   |
|---|---|
| *OCA Number: _____<br><small>(SSN OR ITIN#)</small> | <b>Section 4</b>  |
| If resubmission, list Original ATI Number: _____    | Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI |

|   |                        |  |
|---|------------------------|--|
| SUPPLEMENTAL AGENCY/EMPLOYER<br><small>(County Office of Education/School District)</small> |                        | <b>Section 5</b>   |
| Employer Name _____   |                        |  |
| Street No. _____  | Street or PO Box _____ | Mail Code (COE/SD five digit code assigned by DOJ) _____ |
| City _____  | State _____            | Zip Code _____   |
| ( ) _____<br><small>Agency Telephone No. (optional)</small>                                 |                        |  |

|   |                        |                               |                  |
|---|------------------------|-------------------------------|------------------|
| Live Scan Transaction Completed By: _____ |                        |                               | <b>Section 6</b> |
| _____                                     | Name of Operator _____ | LSID _____                    | Date _____       |
| Transmitting Agency _____                 | ATI No. _____          | Amount Collected/Billed _____ |                  |



State of California  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811-4213  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## FEE SCHEDULE INFORMATION

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The California Commission on Teacher Credentialing is a fee-supported state agency that collects fees as authorized in California Education Code §44235 and the California Code of Regulations, Title 5, §80487. **Statute and regulations state that fees shall accompany applications for issuance, reissuance or renewal of documents, and that fees are earned upon receipt and shall not be refunded.**

### CTC Online Applications

The CTC Online process is available for applications that require online submission, both for first-time applicants and renewal or reissuance of the following:

- Renewal/reissuance of clear credentials and 30-Day Substitute Permits
- Educators completing a recommendation for a document from a California Commission-approved program sponsor

CTC Online is also used for the submission of applications by individual educators seeking to obtain certification in these areas:

- California residents applying for Certificates of Clearance
- Activity Supervisor Clearance Certificates (first-time applicants and renewals)

All online transactions are subject to a \$2.50 service fee (effective March 7, 2014) in addition to the application fee. Individuals who must submit fingerprint cards with their application cannot use the CTC Online system and must submit a paper application. For information on the options available to submit an application online, see <http://www.ctc.ca.gov/credentials/default.html>.

### Paper Applications-Initial and Renewal/Reissuance

The Form 41-4 paper application may be used to submit application packets to the Commission by:

- Applicants prepared out-of-state or outside the United States applying for their initial California credential, permit, or, if needed, a Certificate of Clearance (see Credential Leaflet CL-900)
- Applicants renewing or requesting reissuance of Child Development, Emergency or Limited Assignment permits
- Individuals who need to submit fingerprint cards with their application

Complete a separate application for each document requested. Checks/money orders/cashier's checks should be made payable to the Commission on Teacher Credentialing or CTC. *The Commission does not accept cash as a form of payment.* The application packet should include a completed application (Form 41-4), official transcripts, a Live Scan receipt (Form 41-LS) or two fingerprint cards (FD-258) as appropriate, and all applicable fees. While a separate application form and fee is required for each document requested, only one set of fingerprint cards needs to be provided.

Refer to the fee schedule below and include the applicable fees for each application packet being submitted to the Commission on Teacher Credentialing

**Application Fees**

**Initial or Renewal/Reissuance (Form 41-4 or Online Application for ASCC) .....\$100.00**

This is the basic nonrefundable application fee for **all** types of credentials, certificates, permits, also for adding any type of authorization to a credential, unless a different amount is shown below. Applications for the Activity Supervisor Clearance Certificate (ASCC) must be submitted online.

**Certificate of Clearance\*(Form 41-4 or Online Application).....\$50.00**

*\* The Certificate of Clearance (COC) is not the same as applying for a clear credential. The COC does not authorize providing any type of instruction or services in schools; its sole purpose is to provide verification the holder has completed a professional fitness review. Credential Leaflet CL-900 identifies who needs a COC. Out-of-state and out-of-country residents must use Form 41-4 to apply for a COC, while California residents must apply for the COC using the Online Application process (for more details [Click Here](#)).*

**Certificate of Completion of Staff Development (Form 41-4) .....\$45.00**

**Upgrade Certificate of Eligibility to Preliminary Credential (Admin or Ed Specialist)..... \$50.00**

**Upgrade Child Development Permit (see Credential Leaflet CL-797)\*\* ..... \$50.00**

*\*\* The one-half fee for upgrade is only applicable within first 3 years of the **initial** issuance of a child development permit.*

**Add/Change Employment Restriction (Form 41-4).....\$50.00**

**Name Change Request (complete Form 41-NC).....\$0.00**

**Military Fee Waiver**

The application processing fee for an **initial** California credential, Multiple Subject, Single Subject, Education Specialist Instruction, or Designated Subjects (Career Technical or Adult Education), is waived for out-of-state prepared applicants who relocate to California due to orders received from a branch of the United States Armed Forces that require the applicant’s spouse to relocate to California. **This waiver applies only to an educator’s first California credential and is not available for renewals, appeals, or through the online application process.** Fingerprint clearance (Live Scan or fingerprint cards and fee) is still required. See Credential Leaflet CL-892 for more information.

**Fingerprint Fees**

**Applicants Residing in California**

**Live Scan Service (Form 41-LS).....Fee Collected by Live Scan Operator**

**Applicants Residing Outside of California**

**Fingerprint Cards (FD-258).....\$49.00**

California residents do not have the option of submitting fingerprint cards. The California Department of Justice will only accept fingerprint cards from the Commission for teachers who reside outside of California.

Two fingerprint cards must be submitted with the application packet but only one fingerprint fee is due. If submitting applications for more than one document, only one set of fingerprint cards must be provided. See [Credential Leaflet CL-271 Fingerprint Clearance Information](#) for more details.