



# General Application Information

Submission and Processing Manual

**August 2015**

## General Credential Processing Information

Issuing credentials and permits for service in California's public schools is one of the three primary responsibilities of the Commission on Teacher Credentialing. The total number of educators in California's public schools is over 336,000. More than fifty credential, certificate, and permit types are available for issue by the Commission and, according to recent reports, about 233,000 new and renewal credential applications are processed each year (2014); approximately ninety percent of all applications are processed within ten days.

The Commission requires that paper application packets mailed to the Commission contain all of the documentation required to grant the credential requested:

- Application form
- Fee
- Transcripts
- Examination scores
- Verification of experience/service letters
- Other documentation as required

After application materials are evaluated, the credential/permit may be granted. Normally, supporting materials are **NOT** returned to the applicant. The Commission will return upon request irreplaceable materials, such as old original transcripts or original foreign transcript evaluations that must accompany an application. These must be flagged by the applicant for return when the application packet is submitted.

## Application Fee Information

All applications submitted to the Commission require an application processing fee.

*Fee information is found  
in [Leaflet CL-659](#).*

- Paper Application fee beginning July 1, 2015= \$100
- Online applications for renewals or program sponsor recommendations require an additional a \$2.50 processing fee = \$102.50
- Some applications require half or reduced fees; see Leaflet CL-659 linked above for detailed fee information
- Fingerprint Card processing fees of \$49 are required for applicants who reside outside of California and are unable to complete the California Live Scan process
- Military spouses may qualify for a fee waiver:
  - [Coded Correspondence 10-06](#)

### **How do applicants submit the processing fee?**

- Paper application fees are payable by:
  - Cashier's check
  - Personal check
  - Money order
- Online application fees are payable by:
  - Credit Card
  - Debit Card with VISA or Master Card logo
  - Cash Card with VISA or Master Card logo

### **Fee Credits**

When educators apply and pay for a Certificate of Clearance (COC), they are issued a one-half fee credit applied to the payment of their first credential recommendation.

- The credit may be used when the applicant applies for their initial credential.
- The credit is automatically applied when the application is submitted via the CTC Online system

### **Miscellaneous Fee Information**

Effective January 1, 2007

- Applicants shall receive **either** a credential or an evaluation
- Applicants will need to submit a new application processing fee(s) if requirements listed in the initial evaluation are completed after the original submission date
- If it has been determined that the applicant does not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type

## Application Sorts

In addition to receiving a Stamp Number, incoming applications are sorted by their type so that like applications are kept together. These are called Application Sorts.

Sort #	Application Type
12	30-Day, Prospective, and Career Substitutes
13	PIP, STSP, & Intern
14	Single Subjects, Multiple Subjects, Eminence, Exchange (out of state), Added Authorizations
15	Services – Administrative, Pupil Personnel, Speech Language Pathology, Clinical and Rehabilitative, School Nurse, and Librarian
16	Education Specialist and Other Specialist, Eminence, Exchange
17	Supplementary and Subject Matter Authorizations, Limited Assignment
18	Child Development
19	CLAD, BCLAD, Emergency CLAD/BCLAD, and Certificate of Completion of Staff Development (CCSD)
20	Designated Subjects - Adult, Vocational, and Career Technical Education

Applications received by the Commission are divided by a “type” code that indicates what type of credential or permit the application is for. The application type will display in CTC Online under an educator’s record to identify the specific type of application pending evaluation:

The screenshot shows the 'Educator Page' in CTC Online. At the top, there are tabs for 'Agency User', 'Search', and 'Educator Page'. Below the tabs, a note states: 'Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts'. The main section displays educator information: 'Last Name: CASE2', 'First Name: TEST', 'Middle Name: R', 'Last Known County of Employment:', 'Adverse and Commission Actions Indicator:', and 'Fingerprint Process Complete: Y'. To the right of this information are three smaller notes: 'Note: Please verify County of Employment', 'Note: Information on Adverse and Commission Actions', and 'Note: If the fingerprint process does not'. Below this information are three tabs: 'Document', 'Application', and 'Adverse and Commission Actions'. The 'Application' tab is selected. Below the tabs, there is a table with three columns: 'Status', 'Status Date', and 'Type'. The 'Status' column shows 'Pending Evaluation', the 'Status Date' shows '08/31/2012', and the 'Type' column shows 'Paper Multiple Subject Teaching App.'. The 'Type' column is circled in red.

If an application type code is input incorrectly the educator or employer may contact Commission staff to request that the code be updated to ensure the online information displays correctly. The request should be made via email at [Credentials@ctc.ca.gov](mailto:Credentials@ctc.ca.gov).

### Fingerprint Information

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required for every applicant as a prerequisite to the Commission's issuance of a credential, permit, or certificate.

The Fingerprint Information Leaflet, [CL-271](#) describes and instructs applicants about the fingerprint clearance process.

- California residents must use a Live Scan Service – a process whereby an individual's fingerprints are electronically scanned.
  - Residents living outside of CA, including foreign countries, must submit fingerprint cards (FD258)
  - A copy of the [Request for Live Scan Service](#) form (41-LS) should be included in the application packet
- Normally, results are electronically submitted to the Commission within 10-14 working days*

### **Fingerprint Inquiries**

All fingerprint related inquiries or issues, correspondence, email, and phone calls, are handled by the Fingerprint Unit within DPP.

- Contact Us: <https://educatortools.ctc.ca.gov/ContactUs>
- The Fingerprint Unit does not have phone hours.

### **Fingerprint Retention**

Effective October of 2011 fingerprint information will be invalidated for:

- Individuals who complete the Live Scan process but do not subsequently file an application with the Commission for a document in **18 or more months**.
- Individuals whose Certificate of Clearance, teaching, or services documents (credential, certificate, permit, or waiver) have been expired for **18 or more months**.

## The Application Form 41-4

Credential Application Form 41-4 is the general paper application for all types of credentials and permits, including renewals, and is accessible as a .pdf document on both the public website and the CIG.

Application Form 41-4: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

Application Instructions: <http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

### **Returned Paper Applications**

Paper application forms submitted to the Commission will be returned when action is required on the application. Paper application forms will be returned if:

- 1) Personal and Professional Fitness question(s) are not answered;
- 2) Oath and Affidavit section is not completed or does not bear the applicant's original signature;
- 3) Social Security, Individual Tax ID, or Date of Birth is missing;
- 4) Incorrect application fee is submitted; and/or
- 5) Application form needs a filing date from a California public school employer or recommending program sponsor

### **Evaluating the Application**

#### ***Page1, Header: Intake, Routing, and Employer/College Information***

<b>APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE</b> (For Privacy Act Notification see <a href="#">Application Instructions</a> )			
<b>1</b>	Mail application and payment (check or money order) to: Commission on Teacher Credentialing Certification Division 1900 Capitol Avenue Sacramento, California 95811-4213		Appeal: <input type="text"/>
			Route to: <input type="text"/>
<b>2</b>	<b>Commission Use Only: Fee Information</b> APP <input type="text"/> FP <input type="text"/> Other <input type="text"/>		<b>4</b>
<b>1. PERSONAL INFORMATION</b> (type or print)			
<b>3</b>		<b>CTC Use Only</b>	<b>5</b>
		IHE/County/District Use Only  Issuance Date: <input type="text"/> Email Address: <input type="text"/>	

1. Commission's mailing address for submitting applications.
2. Commission use only field.
3. Commission use only field.
4. Specific routing information that may be used for extensions by appeal or other unique situation as directed by Commission staff.
5. "File Box" to be completed by a California employing agency or college that is assisting an educator with an application. May include specific information regarding the requested issuance date of a document.

### ***Page 1, Section 1: Educator Personal Information***

Personal profiles should be maintained by the educator. See [Leaflet CL-901: Maintaining Educator Profile Information](#)

<b>1. PERSONAL INFORMATION</b> (type or print)		CTC Use Only		Address:	
<b>1</b>	Social Security or Individual Tax ID Number:		<b>2</b>	Date of Birth: (mm/dd/yyyy)	
	Applicant's Name:				
<b>3</b>	First		Middle	Last	
<b>4</b>	Former/Maiden Name(s):		<b>6</b>	County or District of Employment:	
	Address:				
<b>5</b>	City:		State:	Zip:	
	Home Phone:		Work Phone:		Message Phone:
	Email Address:				

1. A Social Security Number (SS#) or Individual Tax ID Number (ITIN) is required of all applicants. The Commission will not issue a credential, permit, or waiver to an individual who does not hold a SS# or ITIN.

[See Coded Correspondence 13-14](#)

- 2-5. The applicant's date of birth, first and last name, mailing address, and email address are all required fields.
6. The county of employment information is not required but is used during the processing of an application.

### ***Page 1, Section 2: Credential Type***

This section allows the applicant to select the type of credential or permit they are applying for by using the drop-down menu that corresponds to the type of document being requested. Applications that have more than one credential type selected are often returned to the applicant for clarification since a separate application and fee is required for *each* document requested.

2. CREDENTIAL TYPE (choose only one type below) OPTIONS:	
<b>Substitute Permits (PT)</b> <div>30-DAY SUBSTITUTE PERMIT</div> <div>30-DAY SUBSTITUTE PERMIT</div> <div>PROSPECTIVE SUBSTITUTE PERMIT</div> <div>CAREER SUBSTITUTE PERMIT</div> <div>Comments:</div> <div>Specify World Language other than English (if applicable)</div> <div>English Learner Authorization Term</div> <div>BILINGUAL AUTHORIZATION - Specify Language</div>	<b>English Learner Authorizations</b> <div>BILINGUAL AUTHORIZATION - Specify Language</div>
<b>Multiple Subject (Elementary Teaching)</b> <div>English Learner Authorization Term</div> <div>BILINGUAL AUTHORIZATION - Specify Language</div>	<b>Services Credentials</b> <div>Term</div> <div>Specify Other Health Services</div>
<b>Education Specialist (Special Education)</b> (If you are requesting more than one specialty area, enter it in Comments.) <div>Specify Specialty Area</div> <div>English Learner Authorization Term</div> <div>Other Specialist Credentials</div> <div>Added Authorizations (AASE)</div>	<b>Child Development Permits (PK)</b> <div>School-Age Emphasis</div>
	<b>Designated Subjects (PW)</b> <div>Subject(s) Term</div>
	<b>Supplementary Authorization(s) (PJ)</b> <div>Subject Matter Authorization(s) (PJ)</div> <div>CTC Use Only</div>

**Page 1, Footer: Application Revision Date**

<div>Added Authorizations (AASE)</div>	CTC Use Only
FORM 41-4 (REV. 12/2014)	1

Applications must have a revision date of 12/2014 or later. This is because the application was revised to include the **Child Abuse and Mandated Reporting** section on that date. If an application with a prior revision date is submitted it will be returned.



### **Page 2, Section 3: Child Development Permit Renewal Self-Verification**

Certain Child Development Permits require the holder to verify that they have completed specific hours of Professional Growth Activities. This section will be completed *only* for those specific Child Development Permit Renewals.

#### **3. 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 clear credential:

I have completed  hours of professional growth activities

My Professional Growth Advisor is

Advisor's Name

Advisor's Phone Number

### **Page 2, Section 4: Professional Fitness Question Information**

The Professional Fitness Question section pertains to an applicant's background and criminal history.

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

1. Applicants are required to answer *all* Professional Fitness Questions. When an applicant answers “yes” to a question they must provide an explanation of their “yes” answer and can use the form linked in the application. Explanations to PFQs are acceptable even when written directly on the application form.

**Page 3, Section 4: Professional Fitness Questions (PFQs)**

When applicants have questions about the PFQs the applicant should contact the Division of Professional Practices (DPP) at [DPPinfo@ctc.ca.gov](mailto:DPPinfo@ctc.ca.gov).

<p>a. Have you ever been:</p> <ul style="list-style-type: none"><li>• dismissed or,</li><li>• non-reelected or,</li><li>• suspended without pay for more than ten days, or</li><li>• retired or,</li><li>• resigned from, or otherwise left school employment</li></ul> <p>because of allegations of misconduct or while allegations of misconduct were pending?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>b. Have you ever been convicted of any felony or misdemeanor in California or any other place?</p> <p>You must disclose:</p> <ul style="list-style-type: none"><li>• all criminal convictions</li><li>• misdemeanors and felonies</li><li>• convictions based on a plea of no contest or nolo contendere</li><li>• convictions dismissed pursuant to Penal Code Section 1203.4</li><li>• driving under the influence (DUI) or reckless driving convictions</li><li>• no matter how much time has passed</li></ul> <p>You do not have to disclose:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• infractions (DUI or reckless driving convictions are <u>not</u> infractions)</li></ul> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>d. Are any criminal charges currently pending against you?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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 reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

- If any PFQs are left blank or are answered “Yes” without including an explanation then the application will be returned to the applicant upon completion of the evaluation, even if the incident prompting the “Yes” answer has been previously reviewed by the Commission.

#### ***Page 4, Section 5: Child Abuse and Neglect Mandated Reporting***

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

As a document holder 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 document holder, I will fulfill all the duties required of a mandated reporter.

☐

I agree

The educator must check the “I agree” box, or the application will be returned.

#### ***Page 4, Section 6: Oath and Affidavit***

The Oath and Affidavit section must be completed with the date and the applicant’s city and/or county. The signature **must be an original or electronic signature**; it **cannot be a photocopy of an original signature**.

##### **6. 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

(where you sign the form)

County

State

SIGNATURE OF APPLICANT

\_\_\_\_\_

### ***Page 5, Section 7: Employing Agency Information***

This section should only be completed when an application is filed by an employing agency, not individual applicants. The employing agency should complete this section along with the File Box on page 1 to assure the application is assigned to the correct district, county, or school.

<b>7. EMPLOYING AGENCY INFORMATION</b>	
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.	

### ***Page 5: Comments/Additional Subjects Requests Section***

The comments section is for the applicant to provide additional information to the Commission regarding their application.

<b>Comments/Additional Subject Requests:</b>

## **Application Supporting Materials**

Most applications require specific documents that must be submitted in order to verify that the educator qualifies for the document requested. **Application materials are not returned to the applicant unless specifically requested, with the exception of Foreign Transcript Evaluations.**

When submitted directly by an educator, certain materials may be photocopies, while others MUST be originals.

Certain documents that are typically required to be original may be submitted as verified true copies by school districts, county offices of education, local education agencies, and colleges and universities.

The table below has been provided for guidance as to which materials are acceptable as photocopies and which must be original based on the submitter of the application.

<b>Application Material</b>	<b>Educator Submitted Application</b>	<b>Employer/College Submitted Application</b>
Application Form 41-4	Original Required	Original Required
Fingerprint Cards	Original Required	Original Required
Live Scan Form 41-LS	Photocopy Accepted	Photocopy Accepted
Official Paper College Transcripts	Original Required	Photocopy Accepted
Official Electronic College Transcripts	Not accepted directly from applicant	Photocopy Accepted **
Foreign Transcript Evaluations	Original Required	Photocopy Accepted
Letter verifying teaching or service experience	Original Required	Photocopy Accepted
Performance Evaluations	Photocopy Accepted	Photocopy Accepted
Passing Examination Score Reports	Photocopy Accepted *	Photocopy Accepted
Out-of-State credentials	Photocopy Accepted	Photocopy Accepted
Subject Matter Equivalence letter from a California college or university	Original Required	Photocopy Accepted
Letter from college registrar office	Original Required	Photocopy Accepted
Letter verifying equivalency to meet credential requirements	Original Required	Photocopy Accepted
Letter verifying enrollment in a program	Original Required	Photocopy Accepted
Letter verifying Peace Corps experience	Original Required	Photocopy Accepted
Certificates/License (i.e. CPR card, nursing license, ASHA license, etc.)	Photocopy Accepted	Photocopy Accepted
Course descriptions from college catalogues	Photocopy Accepted	Photocopy Accepted
Professional growth plan and record forms	Original Required	Photocopy Accepted
Extension by appeal letters	Photocopy Accepted	Photocopy Accepted
Explanation of Professional Fitness Question "Yes" answer	Photocopy Accepted	Photocopy Accepted
Variable Term Waiver requests	Not accepted directly from applicant	Original Required
Commission Forms (e.g. CL-469, CL-857, CL-859, CL-903, etc.)	Not accepted directly from applicant	Original Required

\* Photocopies of CBEST/CSET scores. SAT/ACT/AP score reports must be original.

\*\* Electronic college transcripts are only accepted when transmitted directly to the credential analyst at the employing agency. See the next section of this guide for more information.

## Transcripts

Official transcripts are required for first-time applicants, those applying for a new type of credential, or those verifying completion of credential requirements for the renewal or upgrade of an existing credential. It is the credential analyst's responsibility to evaluate transcripts to verify that they are originals when submitting verified true copies on behalf of the educator.

**Note:** Transcripts **do not** need to be sealed in the original envelope to be considered "official" for credentialing purposes.

### **Electronic Transcripts and the Commission**

Electronic transcripts will be accepted by the Commission under the following circumstances:

*The Commission does not currently accept electronic or eTranscripts UNLESS they are submitted by an employer or program sponsor*

- The program sponsor or employing agency **MUST** download the electronic transcripts. Electronic transcripts provided by applicants are not acceptable!
- Paper applications: electronic transcripts will be accepted if the application is file dated in the upper, right-hand corner of the 41-4 application form by a California employing agency or approved program sponsor (it is not necessary for the employing agency to stamp each page of the electronic transcript if the application form is file dated).
- Online recommendations: electronic transcripts will be accepted when attached to online recommendations by an approved program sponsor.

### **Transcript Evaluation**

Commission staff uses transcripts to obtain degree information to meet credential requirements and to do course work evaluations for specific types of credentials and permits. When assisting an educator with submission of an application that requires specific coursework or degrees, make sure to fully evaluate the transcripts to ensure that they contain all the required information.

- The Transcript's **key** and **legend** contains useful information about the college's:
  - Policies
  - Grading system
  - Scholarship requirements
  - Degree and graduation requirements
  - Course numbering (identifies upper, lower, and degree applicable course work)
  - Accreditation
  - Transcript symbols
  - Calendar (semester vs. quarter)

## Foreign Transcripts

Individuals who have completed college or university course work, or a degree, at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts prior to applying to the Commission for a California credential, permit, or certificate.

*Candidate status is **not acceptable**  
Probationary status is **acceptable***

A foreign transcript evaluation is required any time foreign course work or degrees are used to meet a credential requirement, even if the foreign course work has been accepted by a college or university in the United States.

Foreign transcripts must be evaluated by one of the Commission-approved Foreign Transcript Evaluating agencies found in Leaflet [CL-635](#).

All original foreign transcript evaluations submitted to the Commission are returned to the applicant.

## ***U.S. Territories***

Degrees awarded by institutions from the following U.S. Territories do ***not*** require a foreign transcript evaluation, ***but*** they must be accredited by one of the eight accrediting bodies recognized by the Commission.

Puerto Rico

Guam

Northern Marianas

United States Virgin Islands

American Samoa

## **Regional Accreditation**

The Commission can only accept course work and degrees completed at regionally accredited institutions. Degrees and course work must have been completed while the institution was regionally accredited in order for the Commission to consider them for credentialing purposes.

*A “matriculation date” verifies  
only that the person has been  
admitted to a program*

<b>MSA</b>	Middle States Association of Colleges and Schools ( <a href="http://middlestates.org/">http://middlestates.org/</a> ) States represented by MSA: Washington DC, Delaware, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Island, and Overseas
<b>NWCCU</b> (Formerly NASC)	The Northwest Commission on Colleges and Universities ( <a href="http://www.nwccu.org">www.nwccu.org</a> ) States represented by NWCCU: Utah, Idaho, Washington, Alaska, Oregon, Nevada, Montana, and British Columbia
<b>HLC</b>	Higher Learning Commission (formerly North Central Association of Colleges and Schools) ( <a href="http://www.hlcommission.org">www.hlcommission.org</a> ) States represented by HLC: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming
<b>NEASC-CIHE</b>	New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education ( <a href="http://www.neasc.org">www.neasc.org</a> ) States represented by NEASC-CIHE: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and Overseas
<b>SACS-CC</b>	Southern Association of Colleges and Schools/Commission on Colleges ( <a href="http://www.sacscoc.org/links.asp">www.sacscoc.org/links.asp</a> ) States represented by SACS-CC: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America
<b>WASC-Jr.</b>	Western Association of Schools and Colleges/Accrediting Commission for Community and Junior College  States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Marianas Islands, Pacific Basin and East Asia
<b>WASC-Sr.</b>	Western Senior College and University Commission States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Marianas Islands, Pacific Basin and East Asia



### Degree Information

- All degrees from California and out-of-state must be from a regionally accredited college or university.
- Degrees verified by transcript must have a conferral date (date degree was awarded)

### **Registrar Letters**

The Commission can accept an official, original letter from a college or university Registrar's Office to verify a degree.

- Must be on official letterhead and have a raised seal
- We **DO NOT** accept letters from professors, department chairs or deans
- The exact wording of the letter is important
  - The letter must state that all degree requirements have been completed
- Photocopies of registrar letters **ARE NOT** acceptable **UNLESS** an application is submitted by a college/university or Employing Agency and the file box is complete.

### Course Work

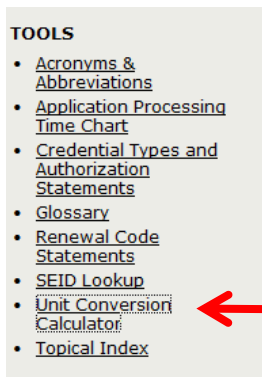
All course work used for credentialing purposes must be earned at or appear on transcripts from a regionally accredited college or university, and the individual must have earned a **grade of C- or better**.

We consider *Pass*, *Credit*, and *Satisfactory* as meeting the C grade requirement.

### **Semester Units vs. Quarter Units**

Credential requirements are typically done by **semester units**. However, not all colleges and universities follow a semester calendar.

- To assist you with converting and totaling units, please use the electronic [Unit Conversion](#) tool available on the Credential Information Guide.



<u>Sample Key Abbreviations</u>	
W	= Withdrawal
I	= Incomplete
IP	= In Progress
NC	= No Credit
WIP	= Work in Progress
R	= Remedial

- If you are unable to determine the type of calendar the college has by looking at the front of the transcript, try these helpful hints:
  - Look for a transcript key or legend
  - Check the index of the college's catalog for *academic calendar* information

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#### *Helpful Hints*

*Most 1-3 unit courses are going to be semester units*

*Most 4-5 unit courses are going to be quarter units*

*A 4-1-4 calendar is the same as a semester calendar*

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#### **Grades**

When verifying a grade, look closely at the abbreviations. We **do not** accept coursework that indicates the course has not been completed, is still in-progress, is remedial, or is not degree applicable. Also watch for courses that were taken, but no credit was given to the student. On the back of the transcript key, there is usually a legend that provides the definitions. Note: Course numbering is often used to determine if a course is remedial or not.

## Exam Information

Individuals pursuing credentials authorizing service in California public schools, by law, must verify competency in a number of areas. Verification of competency is generally accomplished by passing one or more Commission-approved examinations. The Commission has the responsibility to select, administer and interpret examinations that are used to meet certification requirements and uses examinations in various areas of certification. Information on the examinations required for a particular type of certification can be found in the [Credential Requirements](#) section of the Commission's website.

### **Types of Exams**

#### ***Basic Skills***

Most credentials and permits require the applicant to verify that the **Basic Skills Requirement (BSR)** has been met before the document requested can be issued. In most cases, educators that are earning a basic teaching credential through a California Commission-approved professional preparation program must satisfy **BSR** prior to being assigned the daily responsibility of whole class instruction, student teaching, or serving as an intern.

*The Commission has contracted with two testing agencies to administer examinations:*  
[Evaluation Systems, Pearson Educational Testing Service \(ETS\)](#)

The following options are available to satisfy BSR:

1. [California Basic Education Skills Test \(CBEST\)](#)

- CBEST passing scores *do not expire*
- **To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a section score as low as 37 is acceptable if the total scaled score is at least 123**
- Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score

Information on the Basic Skills Requirement can be found in [Leaflet CL-667](#)

2. [California Subject Examinations for Teachers \(CSET\) Multiple Subjects Plus Writing Skills](#)

- CSET: Multiple Subjects examination was modified to add an assessment of basic writing skills which meets BSR ( available May 19, 2007)
- This includes the CSET: Multiple Subjects subtests I, II and III, plus an additional writing assessment

3. [California State University \(CSU\) Early Assessment Program \(EAP\)](#)

- The conditional status is not acceptable to satisfy the BSR.

4. [English Placement Test \(EPT\) and the Entry Level Mathematics \(ELM\)](#)

5. Out-of-State (OOS) Basic Skills Exam

- CTC will accept a photocopy of the score report or letter from the testing agency verifying passage of the examination
- An “[OOS BSR Chart](#)” is available on the CIG to assist with identifying acceptable OOS Basic Skills Exams

*The Commission's policy regarding the dating of credentials and permits, who may determine the issue date and, the timeline for submitting credential, certificate and permit applications is established by Title 5 Regulation (80440).*

6. Qualifying scores on the SAT, ACT, or College Board Advanced Placement Exams

- See CL-667 for charts verifying the minimum scores required to meet the BSR for each of these examinations.

**Additional Examinations**

Other examinations may be required for specific credentials or permits:

**Subject Matter Competence Examinations**

Exams taken by educators to satisfy professional preparation program requirements

- [California Subject Examinations for Teachers \(CSET\)](#)

**English Learner Examinations**

California requires teachers to hold the English Learner authorization. One route to earning this authorization is to take and pass the California Teachers of English Learners (CTEL) examinations.

- [California Teachers of English Learners \(CTEL\)](#)

**Exam Score Validity**

*For all exams **except BSR**, passing scores are valid for **five years** from the date the individual examination or subtest is passed. See [Credential Information Alert 12-11](#).*

**Other Examinations**

- [California Preliminary Administrative Credential Exam \(CPACE\)](#)
- [Reading Instruction Competence Assessment \(RICA\)](#)
- [National Evaluation Series \(NES\) Assessment of Professional Knowledge \(APK\)](#)
- [Preliminary Educational Technology Test \(PET\)](#)
- [Praxis II -- Speech, Language, and Pathology \(SLP\)](#)

## Credential Issuance Dates

The effective dates on a credential document are very important to employers, who must be sure that an educator's service in the classroom is covered by the credential, and to applicants, who must complete renewal requirements and submit renewal applications in a timely manner.

### **Issuance Dates of Credentials and Permits**

There are four key terms used by the Commission regarding credential dating:

**Issuance Date** - The date the credential or permit is initially valid. This date is based upon either the initial date of service as determined by the employer, the completion date of program as determined by the recommending institution or agency, or the fee date the Commission received the application. The Commission will honor the issue 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 submitted within the established submission deadline and the requested date falls within the 90-day rule (below).

**Expiration Date** - the last day a document is valid.

**Completion Date of Program** - The date that the final requirement in a professional preparation program is met, as determined by the recommending institution or agency.

**Fee Date** - The date the application was processed by the Commission's Cashiering Unit.

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### **90 Day Rule / 3 Month Rule**

Assembly Bill 469 allows school districts, county offices of education, nonpublic schools, charter schools, and colleges or universities (the field) to request an issuance date that is up to three months prior to the date the application was received by the Commission.

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### **Determining Issuance Dates**

The law allows County Offices of Education, employing districts, local education agencies and non-public schools, non-sectarian schools or agencies certified by the California Department of Education and Institutions of Higher Education (accredited by the Commission) to determine the issuance date of a credential or permit. (Title 5 Regulation, Section 80440 (a))

The following conditions apply:

- All requirements for the credential or permit must be met *prior* to the issuance date. This includes all coursework, examination, experience and renewal requirements for the credential or permit, as well as a completed credential application and payment of fees.

- The application is submitted to the Commission by the agency or Institution of Higher Education, as indicated by completion of the file box, within the appropriate submission deadline of three months.
- The issue date of a renewable credential will be the same as the expiration date of the credential, as long as the following conditions have been met:
  - The application is submitted to one of the agencies listed above within one year of the expiration date,
  - The application is received by the Commission within three months after the requested issuance date of the credential. (If the application is submitted with no file date or received after the expiration date of the previous credential, then the fee stamp date will be used as the issue date of the credential)
  - All requirements of renewal were met prior to the new issuance date.
  - Note: If a document is required to be renewed online an employing agency **may not** submit a paper application requesting an issuance date previous to the stamp date even if it is within the 90 days rule.

Authorized personnel at employing or program sponsor agencies should determine the issuance date for any application submitted using the online process, or be sure to place the file date on the upper right corner when submitting a paper application.

#### **“Ryan” Dating**

Ryan dating refers to rules followed for credential issuance and expiration dates. It allows the Commission to set the credential’s expiration date to the first day of the following month for the allowable years issued when calculated from the issuance date. Regardless of whether a document is issued for one year, three years, or five years, when using Ryan Dating rules the expiration date would fall on the first day of the following month. Examples:

- An application is received on 9/5/2014 for a document type that is issued for five years.

Issuance date = 9/5/2014

Expiration date using Ryan Dating = 10/1/2019

- An application is received on 11/12/2014 with an employer-requested issuance date of 10/1/2014 for a document type that is issued for one year.

Issuance Date = 10/01/2014

Expiration date using Ryan Dating = 11/01/2015

### **Credential Dating for Online Recommendations**

When a program sponsor submits an online recommendation they may request an issuance date up to three months prior to the date of submission and the educator is still allowed ninety days to complete their portion of the online application. In such cases the application stamp number may be up to 6 months after the requested issuance date but the dating will still fall within the *90 Day/Three Month Rule*.

#### ***90 Day / 3 Month Rule and Online Recommendations***

Requested Issuance Date:	1/15/2014
Recommendation submitted:	4/15/2014
Educator has 90 days:	7/15/2014

## Returned Applications

The Commission requires that applications submitted to the Commission contain all of the supporting materials required to grant the credential requested: application, fee, transcripts, verification letters, examination scores and/or other documents needed to verify an applicant meets requirements for the requested document. Often staff will need to request additional information from an applicant regarding their application to determine academic eligibility or professional fitness for the document

The Commission does not routinely return application forms or supporting documents when additional information is required to determine an individual's academic eligibility or professional fitness for certification. See [Credential Information Alert 10-07](#).

requested. The Commission will send a letter designed by the analyst notifying the applicant and/or the employer of the incomplete application and advising that missing materials must be attached to that letter and returned to the Commission for completion of the evaluation. An application that needs additional information will display online as "Returned for additional information".

The law provides that an individual has 60 days, from the date of a letter requesting additional information, in which to submit any verification or documentation necessary to establish academic eligibility or professional fitness for the requested credential/permit. (Ref: CA Code of Regulations, Title 5 Section 80487(e))

Failure to resubmit materials in this timeframe result in the application fee expiring and a new application and processing fee will be required if the applicant wishes to pursue the document in the future. Paper application packets are held in-house for the 60-day timeframe. If additional materials are not received then the entire application packet is returned to the educator with a second letter and the individual must reapply for the document with a new application and processing fee.

### **Return of Support Materials**

After application materials are evaluated, the document may be granted. Normally, supporting materials are **NOT** returned to the applicant. The Commission will return, upon request, irreplaceable materials, such as old or foreign transcripts, that must accompany an application. These should be flagged by the applicant for return when the supporting application materials are submitted.

### **Undeliverable Correspondence**

When mailed correspondence is returned to the Commission by the Post Office as undeliverable, Commission staff tries several ways to reach the applicant. The Commission holds the correspondence for 90 days. If there is no contact from the applicant before the end of the 90-day period, the correspondence is destroyed, and a note is added to the applicant's electronic file.



### **Document Receipt and Changes**

Changes to an educator's document may only be made by Commission staff under the circumstances below. Changes to an educator's profile should be completed only by the educator via their CTC Online Educator Page.

### **Educator Profile Changes**

Document holders may submit name and/or address changes at any time using the [Educator Page](#) button on the Commission's website to access their personal profile. No application is required and there is no additional fee for the name change. [Form 41-NC Declaration of Change to Name or Personal Profile](#) on the Commission's website is also available for those encountering difficulties online.

*[Leaflet CL-901](#) provides directions  
for educators on maintaining  
their personal profile*

### **Document Corrections**

An educator, employing agency or approved program sponsor may request a correction of a document issued by the Commission. If the correction request involves a document that was recommended through a Commission-approved program sponsor, the request for correction must come from the program sponsor and cannot be requested by the educator or employer. A correction request must be submitted to the Commission within twelve months of the document's issuance date. Correction requests received beyond that time frame will be reviewed on a case-by-case basis. Additional information may be found in [CIA 14-03](#).

The request will be reviewed by Certification Division staff and, if appropriate, a corrected document will be issued. The incorrect document will be invalidated and no longer display online. There may be instances that the Commission cannot correct the document such as the educator did not qualify at the time of issuance of the document, whereby an application and fee will be needed to issue a new document.

Staff will send an email to the requester of the correction concerning the status of the correction. If a correction is completed, the educator will receive an email notification regarding the issuance of the new document. Correction requests should take between one and two weeks to be reviewed and processed.

### Printing a Document

An individual's document can be found on the Commission's website. The Commission does not print and mail official copies of documents. **The information presented on the Commission's secure website is the official record of the educator's certification status** and the Commission no longer provides a printed document to an educator. In order to print an unofficial copy of a document, an educator or employer can follow the steps below:

1. Navigate to <http://www.ctc.ca.gov/default.html>
2. Click on the **Online Services for Educators** button
3. Click on the **Educator Page** button
4. Enter the educator's Social Security Number and Date of Birth in the appropriate fields and click **OK**

Additional information on how to print an unofficial copy of a document can be found in the following link: <http://www.ctc.ca.gov/credentials/online-services/pdf/ctc-online-print-document.pdf>.

### Reconstructing an Application

In the event that an application cannot be located, the applicant or employing agency will have to "reconstruct" the application to resume processing. The steps to reconstruct an application follow:

The applicant must complete a new [application form \(41-4\)](#) and write the word "**RECONSTRUCT**" in red ink across the top of the application form. If the word "**RECONSTRUCT**" does not appear at the top of the application form, the application will be considered a new credential request and the application will be returned for appropriate fees. The applicant must be provided the stamp number from the missing application to write in the CTC Use only at the top of the application form.

A new set of supporting materials including examination score reports, official transcripts, verifications of experience, recommendation forms (or the appropriate CL-469 form), copies of previous credentials, etc. must be attached. The supporting materials may be photocopies. **EVERYTHING THAT WAS IN THE ORIGINAL APPLICATION PACKET MUST BE INCLUDED.**

### **CASE Application Status Codes**

Often staff will need to answer inquiries and respond to questions regarding the status of an application. The table below outlines the possible status codes that staff may encounter for an application. The codes in grey are used with online recommendations.

CASE: INTERNAL CODE	CTC Online: EXTERNAL DESCRIPTION
1969	Pending Evaluation
APAY	Awaiting Payment
APRT	Pending Professional Growth Audit Response
AUD1	Pending Evaluation
AUD2	Pending Evaluation
AUDM	Pending Evaluation
CCFP	Pending Evaluation
CONV	Pending Evaluation
DELP	Application to be deleted and purged.
DENY	Incomplete, New Submittal Required
DML	Denied and Mailed
DPPD	Division of Professional Practices Deny
DPPR	Division of Professional Practices Reject
DPPW	Division of Professional Practices Withdrawn
DPRT	Pending Evaluation
ERET	Educator Return
FPCO	Fingerprints Pending Evaluation
FPF	Fingerprints Pending Evaluation
FPFU	Fingerprints Pending Evaluation
FPML	Fingerprints Pending Evaluation
FPRJ	Fingerprints Returned for Additional Information
FPRT	Fingerprints Pending Evaluation
FRML	Returned for Additional Information
GML	Granted
GPRT	Pending Evaluation
GRNT	Pending Evaluation
IMGC	Granted

INPR	In Progress
NDL	Notice of Delay List
PENA	Pending Additional Evaluation
PEND	Pending Evaluation
PENR	Pending Review
RCMD	Recommended
REFU	Refund Request Under Review
RESU	Ready for Submission
RFAP	Refund Approved
RJ	Pending Evaluation
RJCT	Pending Evaluation
RJML	
RJRP	
RML	Returned for Additional Information
RPRT	Pending Evaluation
RTAP	Pending Evaluation
RTFP	Pending Evaluation
RTSD	Pending Evaluation
RTWV	Pending Evaluation
SLMS	Pending Evaluation
SPML	Pending Evaluation
SPRT	
SR	Pending Evaluation
USED	Fee earned; not refundable (5 CCR section 80487)
VCOX	
WCTC	Pending Evaluation
WDML	Denied and Mailed
WDNY	Pending Evaluation
WDPT	Pending Evaluation
WPRT	Pending Evaluation
WVAI	Pending Evaluation
WVCC	Pending Evaluation
WVCR	Pending Evaluation

**Items in grey refer are used in the recommendation process**

## Credential Terms and Definitions

### **First Time (FT) vs. New Type (NT)**

A **First Time (FT)** applicant means an individual who has **never been issued** any type of credential or permit.

If an individual has been issued a credential or permit, then the next request for a credential or permit is considered a **New Type (NT)** **since the individual has held or holds some type of credential or permit.**

### **Renewal (RN) vs. Reissuance (RI)**

Credentials and non-emergency permits are considered a **Renewal (RN)** when there is **no lapse** between the expiration date of the current document and the issuance date of the renewed document.

Individuals who apply for renewal of their credential or permit on or before the expiration date of their current document will receive a renewal (not eligible for Ryan dating).

A credential is considered a **Reissuance (RI)** when there is a **lapse in time** between the expiration date of the current document and the issuance date of the new document. Individuals who apply for renewal of their credential **after** the expiration date of their current document will receive a **reissuance**. In most cases the requirements for reissuance of a document are the same requirements for renewal of the document.

*All **emergency permits** are  
considered **reissuances (RI)**  
whether there is a lapse in time  
or not.*

<b><i>FREQUENTLY USED ACRONYMS</i></b>	
<b>BSR</b>	<b>Basic Skills Requirement</b>
<b>CL</b>	<b>Clear</b>
<b>COE</b>	<b>County Office of Education</b>
<b>CS</b>	<b>Charter School</b>
<b>CTC</b>	<b>The Commission on Teacher Credentialing</b>
<b>DPP</b>	<b>Division of Professional Practices</b>
<b>IHE</b>	<b>Institutions of Higher Education</b>
<b>NPS/NPA</b>	<b>Nonpublic School/Nonpublic Agency</b>
<b>OOS</b>	<b>Out of State</b>
<b>PFQs</b>	<b>Professional Fitness Questions</b>
<b>SD</b>	<b>School District</b>
<b>SCS</b>	<b>Statewide Charter School</b>
<b>SWA</b>	<b>Statewide Authority</b>
<b>OTHER CERT TERMINOLOGY</b>	
<b>FT</b>	<b>First Time</b>
<b>NT</b>	<b>New Type</b>
<b>P5</b>	<b>Preliminary, five year credential</b>
<b>41-4</b>	<b>Application</b>
<b>File Box</b>	<b>Area on the application that employers use to provide an issuance date</b>
<b>Live Scan</b>	<b>Fingerprint form</b>
<b>OATH</b>	<b>Oath and Affidavit on the application form</b>
<b>Upgrade</b>	<b>Applicant is moving to the next level i.e., P5 to CL</b>
<b>Reissue</b>	<b>Renewing a permit or with a lapse in validity</b>
<b>Renewal</b>	<b>Renewing a credential</b>