



**The Commission on Teacher Credentialing invites applications from qualified persons to serve in the Elementary Teacher, Secondary Teacher, School Administrator, School Board Member, and Public Member positions on the Committee of Credentials.**

**Final Filing Date: Until Filled**

### **Requirements for Applicants**

The Commission on Teacher Credentialing (CTC) is seeking applications for the following positions:

**Elementary Teacher.** Must be a full-time certified classroom teacher in the public elementary schools with not less than five (5) years of classroom experience.

**Secondary Teacher.** Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

**School Administrator.** Must be a certified practicing administrative employee in the public schools.

**School Board Member.** Must be a member of a governing board of a school district.

**Public Member.** Must be a representative of the public and may not currently be employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education.

### **The Work of the Committee**

A member of the Committee of Credentials (Committee) participates in meetings to review allegations of misconduct and unfitness to teach for which applicants for issuance of credentials may be denied, or holders of credentials may be privately admonished, publicly reprimanded, suspended or revoked.

The Committee meets once a month to carefully review investigations into the fitness of the persons to perform the duties authorized by the credential applied for or held. The Committee then makes a disciplinary recommendation to the Commission.

### **Selection Procedure**

The procedure will consist of a review of applications for selection of candidates to be interviewed by the CTC. Applicants selected for an interview will receive written notice.

In addition to evaluation of an applicant's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on the evaluation of each applicant's:

#### **A. Knowledge of:**

The Education Code, California Code of Regulations, and case law as it relates to nexus to fitness to teach, adverse action against credentials, and the Committee of Credentials.

#### **B. Ability to:**

1. Analyze, appraise, and apply the appropriate legal standards in determining nexus to fitness to teach and the appropriate adverse action against credentials.
2. Read and comprehend investigative files in a limited amount of time.
3. Maintain a fair and impartial attitude without bias or prejudice.
4. Communicate effectively.
5. Establish and maintain cooperative working relationships with other Committee members and staff.
6. Maintain confidentiality.

## **GENERAL INFORMATION ON APPOINTMENT TO THE COMMITTEE OF CREDENTIALS**

The Committee of Credentials (Committee) meets on the Wednesday, Thursday, and Friday of the third or fourth week of each month. Members must commit to reviewing investigatory files and materials preceding each meeting. Regular and reliable attendance is mandatory.

Members of the Committee serve without compensation, but receive their necessary travel expenses at rates set by the State.

The Commission reimburses public school districts for the cost of any classroom substitutes needed as a result of a Committee member's attendance at a meeting.

Applicants should demonstrate that requirements for initial consideration are satisfied and, in addition, should provide complete information relative to educational background, work and professional achievements, community service and involvement.

Your application and resumé, if submitted, will be open to public inspection as a part of the selection process.

**The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.**

**It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.**

Please type or print legibly, sign your application, and send or deliver it to:

Commission on Teacher Credentialing  
Legal Office  
ATTN: Legal Analyst  
651 Bannan Street, Ste 603  
Sacramento, CA 95811

Or email to:

[cocinquiries@ctc.ca.gov](mailto:cocinquiries@ctc.ca.gov)



**APPLICATION FOR APPOINTMENT TO THE  
COMMITTEE OF CREDENTIALS  
OF THE COMMISSION ON TEACHER CREDENTIALING**

**A. IDENTIFICATION:**

1. Name \_\_\_\_\_  
Last First Middle
2. Address \_\_\_\_\_  
Number Street  
City \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_
4. E-Mail Address \_\_\_\_\_

**B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:**

**Elementary Teacher.** Must be a full-time certified classroom teacher in the public elementary schools with not less than five (5) years of classroom experience.

**Secondary Teacher.** Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

**School Administrator.** Must be a certified practicing administrative employee in the public schools.

**School Board Member.** Must be a member of the governing board of a school district.

**Public Member.** Must be a representative of the public and may not currently be employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education.

**C. CURRENT AND FORMER EMPLOYMENT:**

List your current and former employment for the past ten (10) years. Please include dates of employment.

[illegible]

#### D. EDUCATION AND EXPERIENCE:

1.	Name and Location of College or Univ.		Completed		Date Completed
	Course of Study	Semester	Quarter	Degree	

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2. Business, Correspondence, Trade, or Service Schools	Course of Study
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3. Currently valid certificates of professional or vocational competence, licenses, and expiration dates.

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4. Membership in professional associations. Please include dates of membership.

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**E. ADDITIONAL ACHIEVEMENTS:**

Summarize your accomplishments and involvement in community service which you believe would contribute to your value as a member of the Committee of Credentials:

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## F. KNOWLEDGE AND ABILITIES:

Please review the knowledge and abilities lists on page two of this application packet. Please describe how you satisfy each.

[illegible]

## G. PROFESSIONAL FITNESS QUESTIONS

1. Have you ever been convicted of a felony or misdemeanor?

Yes ☐ No ☐

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes ☐ No ☐

(If yes, attach explanation)

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

Yes ☐ No ☐

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes ☐ No ☐

(If yes, attach explanation)

5. 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?

Yes ☐ No ☐

(If yes, attach explanation)

6. 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 yes, attach explanation)

7. Have you ever been involved in an educator discipline matter or the educator discipline process in California (including investigation, defense, prosecution, employment related hearings, or otherwise)?

Yes ☐ No ☐

(If yes, attach explanation)

8. Do you vote or in any other way participate in lobbying as a member of any organization as to issues involving educator discipline in California? If so, please specifically identify the organization, your role as to voting or lobbying on matters regarding educator discipline in California, and whether you receive compensation or gifts (travel, meals, lodging, transportation, etc.) of any kind in exchange for your participation in this activity.

Yes ☐ No ☐

(If yes, attach explanation)

9. Do you know any current or former Commissioners or members of the Committee of Credentials? If so, please list their name(s) and how you know them.

Yes ☐ No ☐

10. Do you know any current or former employees from the Commission on Teacher Credentialing and, if so, in what capacity?

Yes ☐ No ☐



**You must obtain fingerprint clearance as part of the appointment process.**

**H. CONFLICT OF INTEREST**

Please disclose any conflicts of interest that you believe will impact your impartiality in making recommendations as to educator discipline cases in California. Explain.

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**I. LETTERS OF RECOMMENDATION**

All applicants must provide at least two (2) letters of recommendation. These letters must be submitted with your application.

**VERIFICATION BY APPLICANT**

**I hereby certify that all statements made in this application are true and correct. I understand that if I am selected for appointment I must execute an Oath of Office and abide by the laws and rules applicable to officers of the State of California.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

You may attach a resumé and other materials you wish the Commission to consider.