

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification See [Instructions](#))

Mail to:
 State of California
 Commission On Teacher Credentialing
 Certification, Assignment, and
 Waivers Division
 Attention: Applications
 1900 Capitol Avenue
 Sacramento, California 95811-4213

Appeal: _____

Route to: _____

Commission Use Only: Fee Information		
APP	FP	Other
CO Initials	Date	

CTC Use Only	IHE/County/District Use Only Issuance Date: _____ Email Address: SSSSSSSSSSSSSSSSSSS
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1. PERSONAL INFORMATION (type or print)

Social Security Number:	Date of Birth: (mm/dd/yyyy)	
Applicant's Name:		
First	Middle	Last
All Former/Maiden Name(s):		County of Employment:
Address:		
City:		State: Zip:
Home Phone:	Work Phone:	Message Phone:
Email Address:		

2. TYPE OF CREDENTIAL SELECT ONE:

<p>Substitute Permits</p> <hr/> <p>Single Subject (Secondary Teaching)</p> <p>Specify Subject (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>Specify Languages Other Than English (if applicable)</p> <p style="text-align: center;">English Learner Authorization Term BILINGUAL AUTHORIZATION - Specify Language</p> <hr/> <p>Multiple Subject (Elementary Teaching)</p> <p style="text-align: center;">English Learner Authorization Term BILINGUAL AUTHORIZATION - Specify Language</p> <hr/> <p>Education Specialist (Special Education) (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>Specify Disability Area</p> <p style="text-align: center;">English Learner Authorization Term Other Specialist Credentials</p> <p>Added Authorization (AASE)</p>	<p>English Learner Authorizations</p> <p>BILINGUAL AUTHORIZATION - Specify Language</p> <hr/> <p>Services Credentials</p> <p style="text-align: right;">Term</p> <p>Specify Other Health Services</p> <hr/> <p>Child Development Permits</p> <p style="text-align: center;">School-Age Emphasis</p> <hr/> <p>Designated Subjects</p> <p>Subject(s) Term</p> <hr/> <p>Supplementary Authorization(s)</p> <p>Subject Matter Authorization(s)</p> <hr/> <p>Visiting Faculty Permit</p> <p>Specify Subject</p>
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3. 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
- It was a misdemeanor
- The conviction was for reckless driving or driving under the influence
- 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: 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.

Do you understand:

- these instructions and;
- that you will later declare under penalty of perjury that the information you give is true and correct and;
- the Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your credential if you do not disclose misconduct?

Yes

No

Please check here if you have ever held any credential or license authorizing service in the public schools in another state.

State _____ Type of credential _____

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

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 a state or federal law enforcement agency or a licensing agency in California or any other state?

Yes

No

d. Have you *ever been* the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property?

Yes

No

e. Are any criminal charges currently pending against you?

Yes

No

f. Is any disciplinary action now pending against you in any school district or with any other school employer?

Yes

No

g. 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 or teaching, revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?

Yes

No

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

Yes

No

i. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?

Yes

No

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 _____

SIGNATURE OF APPLICANT _____

Before submitting, please review the application for completeness.

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 Provisional Internship Permits, Visiting Faculty Permits, and Emergency Permits (except 30-Day Substitute Teaching Permits), must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

Comments/Additional Subject Requests: