

# 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  
 BOX 944270  
 SACRAMENTO, CALIFORNIA 94244-2700

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

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

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

|              |   |
|--------------|---|
| CTC Use Only | IHE/County/District Use Only<br><br><br>Issuance Date: _____<br><br>E-mail Address: _____ |
|--------------|---|

## 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:        |
| E-mail Address:            |                             |                       |

## 2. TYPE OF CREDENTIAL SELECT ONE:

|   |  |
|---|--|
| <p><b>Substitute Permits</b></p> <hr/> <p><b>Single Subject</b> (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="padding-left: 20px;">English Learner Authorization      Term</p> <p style="padding-left: 20px;">BCLAD - Specify Language</p> <hr/> <p><b>Multiple Subject</b> (Elementary Teaching)</p> <p style="padding-left: 20px;">English Learner Authorization      Term</p> <p style="padding-left: 20px;">BCLAD - Specify Language</p> <hr/> <p><b>Education Specialist</b> (Special Education)<br/> <small>(If you are requesting more than one subject, enter it in <i>Comments</i>.)</small></p> <p>Specify Disability Area</p> <p style="padding-left: 20px;">English Learner Authorization      Term</p> <p style="padding-left: 20px;">Other Specialist Credentials</p> | <p><b>English Learner Authorizations</b></p> <p>BCLAD - Specify Language</p> <hr/> <p><b>Services Credentials</b></p> <p style="text-align: right;">Term</p> <p>Specify Other Health Services</p> <hr/> <p><b>Child Development Permits</b></p> <p style="padding-left: 20px;">School-Age Emphasis</p> <hr/> <p><b>Designated Subjects</b></p> <p>Subject(s)</p> <hr/> <p><b>Supplementary Authorization(s)</b></p> <p><b>Subject Matter Authorization(s)</b></p> <hr/> <p><b>Visiting Faculty Permit</b></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, a full explanation is required, using a separate sheet of paper. You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4. See the [instructions](#) regarding the required documents if you answer yes to any of the following questions.

**Warning:** Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

|   |     |    |
|---|-----|----|
| <p>a. Have you ever held a credential or license authorizing service in the public schools <b>in another state</b>?</p> <p>If you answered yes -- State _____ Type of credential _____</p>  | Yes | No |
| <p>b. Have you ever been dismissed, 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?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p>  | Yes | No |
| <p>c. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? (NOTE: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4)</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s). See <a href="#">instructions</a> regarding submitting required documents.</p>   | Yes | No |
| <p>d. 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 OR 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?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. See <a href="#">instructions</a> regarding submitting required documents.</p>  | Yes | No |
| <p>e. Are any criminal charges currently pending against you?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s). See <a href="#">instructions</a> regarding submitting required documents.</p>  | Yes | No |
| <p>f. Is any disciplinary action now pending against you in any school district or with any other school employer?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action. See <a href="#">instructions</a> regarding submitting required documents.</p>   | Yes | No |
| <p>g. Have you ever had any professional or vocational license or 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?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation. If the licensing agency was <b>not</b> the Commission on Teacher Credentialing, see the <a href="#">instructions</a> regarding submitting required documents.</p> | Yes | No |
| <p>h. 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 <b>for cause</b> in California or any other state or place?</p> <p>If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection. If the licensing agency was <b>not</b> the Commission on Teacher Credentialing, see the <a href="#">instructions</a> regarding submitting required documents.</p>   | Yes | No |



## OATH AND AFFIDAVIT

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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

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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:**

