



# North Coast Teacher Induction Program

5340 Skylane Blvd, Santa Rosa CA, 95403

Phone: 707-524-2818 Fax: 707-524-2815 Website: [www.ncsoe.org](http://www.ncsoe.org)

## Special Subjects Preliminary Credential Application Checklist

To be recommended for a preliminary credential by the North Coast Teacher Induction Program, you must have accepted an employment offer corresponding to the credential requested. Please list your employing district/agency and school/work site. Program Services Fee may apply. See Fee-for-Service flyer or contact the regional office for information.

**Credential Candidate:** \_\_\_\_\_ **County:** \_\_\_\_\_

**District/Agency:** \_\_\_\_\_ **School/Work Site:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Credential Analyst:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

To apply for a Preliminary Special Subjects (SS) Designated Subjects credential, **submit the following items to your county office of education credential analyst.** Incomplete applications may be returned or held for further processing. Your county office analyst will review your application, contact you for additional information as needed and, once you are employed, will forward the complete packet to the NCTIP for submission to the California Commission on Teacher Credentialing (CCTC).

**Do not mail the application directly to CCTC.** This may result in additional fees and processing time.

### PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR APPLICATION PACKET

- 1. Verification of Employment Form:** Be sure the form is fully completed and signature secured.
  - 2. Work Experience:** Four years of work experience directly related to each industry sector to be named on the credential. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid. Provide accounting of part time hours using the Designated Subjects Credential Worksheet if needed. See Terms and Definitions of CL-699 for additional information regarding the work experience requirement.
  - 3. License Requirement:** Possess the appropriate license, complete the appropriate coursework, or obtain the recommendation of the appropriate agency as specified for each industry sector to be named on the credential as indicated on leaflet CL-699. See Requirements for the Fire-Year Preliminary Credential information regarding the specific license requirement.
  - 4. High School diploma requirement:** Official Transcripts required (opened originals are fine).
    - High School diploma, AA, BA, or higher
    - Diploma based on passage of the GED Test
    - The foreign equivalent of a high school diploma
    - Current CA Credential – Provide a printed copy
  - 5. United States Constitution:** Applicants must satisfy one of the following requirements. Original Transcripts are required.
    - Complete a course at a regionally-accredited college or university (two semester units or three quarter units)
    - Pass an examination given by a regionally-accredited college or university
- Note: A Preliminary Special Subjects Credential may be issued for one year to applicants who have completed all requirements except the U.S. Constitution. The credential may be extended to its full five-year term once this requirement has been met.*
- 6. Driver Education & Training only:** Applicants must satisfy the Basic Skills Requirement (CBEST). Submit a copy of your test results. See leaflet CL-667, entitled Basic Skills Requirement, for additional information.
  - 7. Program Advisement & Credential Authorization Selection Form:** Please refer CTC CL-699 leaflet for detailed industry sector breakdowns. Your choice should match exactly what has been indicated in section 2 on your 41-4 document. By signing this document you acknowledge you have been advised of NCTIP program requirements for this preliminary credential and subsequent clear credential. (See NCTIP Clear Cred. Application Checklist in addition to CL-699.)
  - 8. Application for Credential Authorizing Public School Service (CTC form 41-4):** Complete sections 1-7. Please read carefully the Instruction and Information Sheet (Form 41-4) for further directions on completion of your application. The applicant must initial any changes or additions.
  - 6. Fingerprints:** Required unless you already hold a valid credential or Certificate of Clearance (provide copy) from the Commission on Teacher Credentialing (CTC). Submit a copy of the completed Request for Live Scan Service Form (41-LS) upon completion by the Live Scan operator. (Fees for fingerprinting vary and are collected directly from the processing agency.) Current / Valid CA teaching credential, provide a printed copy from the CTC website.

- 7. \$100.00 Money Order or Cashier's Check** payable to the California Commission on Teacher Credentialing or CTC. If NCTIP is not able to recommend you to CTC for the credential, this fee will be returned to you.

If you have questions about the application process, please contact Sherry Navarro, 707-524-2830 or by email at [snavarro@scoe.org](mailto:snavarro@scoe.org).

For NCTIP use only:

Date completed packet received: \_\_\_\_\_ Credential Issuance Date: \_\_\_\_\_

All required documents attached & verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation approved: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation submitted to CTC by: \_\_\_\_\_ Date Processed: \_\_\_\_\_



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### Verification of Teaching Employment Form

#### for Designated Subjects Credential Candidates (Adult Ed/CTE/Special Subjects/Supervision & Coordination)

To Employing District/Agency:

The recommendations for Preliminary Designated Subjects Credentials are submitted by the **CTC approved program for our region, The North Coast Teacher Induction Program (NCTIP)**. In order to recommend a candidate for a designated subjects credential, NCTIP requires employment on the requested credential.

Please verify your employment offer for the holder of this form.

\_\_\_\_\_ has been offered a contracted teaching position  
as the teacher of record in the subject area of \_\_\_\_\_ requiring a  
Career Technical Education or Adult Education credential.  
(Please circle one)

Official Hire Date: \_\_\_\_\_

District/Agency: \_\_\_\_\_ School/Work site: \_\_\_\_\_

Employer Authorized Signatory: \_\_\_\_\_  
Please print

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Verification of Teaching Employment form is to be included with the candidate's application. The application packet is submitted to the NCTIP for final review and credential recommendation to the CTC. The final authority to grant or deny a credential rests with the CTC.

Once recommended to CTC, candidates *must* enroll and participate in the North Coast Teacher Induction Program to meet their credential program requirements. A Credential Advisement will be provided by program staff and program fees will apply. For current program fees, refer to the Fee-for-Service flyer posted on the website: [www.ncsoe.org](http://www.ncsoe.org).

NOTE: Teachers being employed on a short-term basis are not eligible for the NCTIP Designated Subjects credential program. Instead, please use CL-786 for Emergency Designated Subjects CTE 30-day Sub Permit or the Business and Industry Partnership Teacher (BIPT) Credential.

For additional information regarding completion of this form, contact your local County Office of Education Credential Analyst.



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### DS Special Subjects Work Experience Verification Guidelines

When selecting an Employment Verification Template, choose the one that works best for your industry experience situation. Multiple forms of verification may be used. Refer to the CTC Leaflet CL-699 for specific requirements for the various subject areas.

Templates include:

- 1) **Employer Verification:** to be used if you are able to make contact with the necessary personnel related to the employment where you earned industry experience in the subject area requested on your credential. **Must be on Company Letterhead.**
- 2) **Employer Verification is not available:** to be used if you attempted to contact the necessary personnel related to the employment where you earned industry experience in the subject area requested on your credential, but your attempts were unsuccessful. *It is important that you sign the affidavit under penalty of perjury at the bottom of the letter; your application will be returned without this signature and statement.*
- 3) **Self-Employed Verification:** to be used if you earned your industry experience in the subject area requested on your credential through self-employment. Please provide a minimum of 2 supporting documents as noted in the CTC leaflet, CL-699, Designated Subjects Special Subjects Teaching Credential. *It is important that you sign the affidavit under penalty of perjury at the bottom of the letter; your application will be returned without this signature and statement.*
- 4) **Combination of templates:** to be used as needed if your industry experience situation is a combination of any of the above.
- 5) **Use the Experience Requirement Worksheet** to document the four years of experience related to the industry on the credential. If applying for more than one industry certification, experience must be documented in all areas.

~~~ **WHEN AVAILABLE, THIS FORM SHOULD BE COPIED ON COMPANY LETTERHEAD** ~~~  
(If not available, please add company name, address, and phone numbers to top of sheet)

Date: \_\_\_\_\_

To: Commission on Teacher Credentialing  
Via the North Coast Teacher Induction Program

Dear Certification Officer:

This letter is to verify employment for \_\_\_\_\_  
(name)

Dates Employed: \_\_\_\_\_ (begin date) \_\_\_\_\_ (end date)

Employed:  Full-time  Part-time (REQUIRED: Specify total number of hours worked: \_\_\_\_\_)

Job Duties:  Check if job description is attached

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(Attach additional sheets if necessary)

This employment information is verified by: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

To: Commission on Teacher Credentialing  
Via the North Coast Teacher Induction Program

Dear Certification Officer:

This letter is to verify employment for \_\_\_\_\_  
(name)

I have made a sincere effort to contact my previous employer. Some examples of how I've tried to make contact include: \_\_\_\_\_  
\_\_\_\_\_

Since I am unable to obtain employer verification, I provide the following information as actual facts regarding my employment at the named organization.

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ (begin date) \_\_\_\_\_ (end date)

Employed:  Full-time  Part-time (REQUIRED: Specify total number of hours worked: \_\_\_\_\_)

Job Duties:  Check if job description is attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

I CERTIFY UNDER PENALTY OF PERJURY THAT THE AFOREMENTIONED EMPLOYMENT / EXPERIENCE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Employment/work experience verification

Date: \_\_\_\_\_

To: Commission on Teacher Credentialing  
Via the North Coast Teacher Induction Program

Dear Certification Officer:

This letter is to verify self employment for \_\_\_\_\_  
(name)

I am providing the following information as actual facts regarding my self employment related to the requested credential.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dates Employed: \_\_\_\_\_  
(begin date) (end date)

Employed:  Full-time  Part-time (REQUIRED: Specify number of total hours worked \_\_\_\_\_)

Job Duties:  Check if job description is attached  
(You may find a paragraph format detailing your self-employment history more applicable. Include hours worked per year and job duty detail which each time period noted.)

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(Attach additional sheets if necessary)

I CERTIFY UNDER PENALTY OF PERJURY THAT THE AFOREMENTIONED EMPLOYMENT / EXPERIENCE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Designated Subjects Special Subjects Advisement & Credential Authorization Selection Form

Place a check in the box next to the subject authorization for which you are applying. For further breakdown regarding the industry sectors listed, please refer to CTC CL-699 leaflet.

#### Designated Subjects Special Subjects

- Aviation Flight Instruction
- Aviation Ground Instruction
- Basic Military Drill
- Reserve Officers Training Corps
- Driver Education and Training
- Limited Driver Training
- Physical Education

Participation in a CTC approved program is required to clear these credentials. Before signing below, please read carefully the CTC CL-699 leaflet which details both the Preliminary and Clear Special Subjects Teaching Credential requirements. Upon finalization of your application by the North Coast Teacher Induction Program, you will receive further advisement regarding your personalized program.

I understand and acknowledge that I must participate in a CTC approved personalized program in order to receive the recommendation by the North Coast Teacher Induction Program. This includes completing the Foundations & Orientation Course (or pre-approved equivalent) **within 30 days of my hire date**. I also understand that in order to receive a recommendation for a clear credential I must fulfill all program and credential requirements. I plan to enroll in the appropriate program and understand I will receive additional advisement by the North Coast Teacher Induction Program based on my specific credential.

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**Applicant Name (please print)**

**Applicant Signature**

**Date**



# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE ([Form 41-4](#))

## Instruction and Information Sheet

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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. It is available for download from the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>.**

### APPLICATION FORM

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 advisable after filling out the application online to print an extra copy to keep with your records until your credential is issued.

*You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.*

If you are employed on an emergency permit (other than a 30-Day or Prospective Substitute Permit), Limited Assignment Permit, Short-Term Staff Permit, Provisional Internship Permit, or one-year nonrenewable credential, you must apply through your employing agency.

If you are completing a professional preparation program through a Commission-approved program sponsor, the program sponsor will initiate the application process by submitting the application to the Commission electronically on your behalf. If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to the Commission.

### Supporting Documentation

Each time you submit a new application, you are responsible for providing appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential. **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 does not maintain pending files and cannot match pieces of an application that arrive separately.

Supporting documentation, including transcripts, 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. Requirements may be subject to change and are fully referenced in California Code of Regulations, Title 5, and the California Education Code.

Unless otherwise specified, the term "credential" as used herein means any type of credential, certificate, or permit issued by the Commission.

### FEES

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



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 within 60 days of the date on the letter you received or a new application fee is required. If your application was also returned for correction, you must return the original application with the corrections required included. **Do not replace it with a new application form.**

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.

## 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. See [Coded Correspondence 13-14](#) on the Commission's website for more information.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. Address changes may be completed online using the [Educator Login](#) button on the Commission's website.

### *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.

## TYPE OF CREDENTIAL

Use the drop down box next to **OPTIONS** to select the option appropriate to the purpose of the application. If an appropriate option is not listed, you can type in that space your reason for submitting the application. Select the type of credential you are applying for by using the drop-down selections below the heading. **A separate application form and fee is required for each type of credential for which you apply.**

If applicable, include the term, subject(s) or specialty areas, and supplementary or subject matter authorizations that may apply. If you do not find a box appropriate to the credential type you are requesting, you may write or type your request in using the *Comments* section on page 5 of the application form. This space can also be used when seeking more than one subject area on a Single Subject Credential.



**Note:** Abbreviations found on the application form following the title of credentials such as (PT) for Substitute Permit or (P6) for Administrative Services are for internal Commission use only.

**RENEWALS: All clear credentials and Emergency 30-Day Substitute Permits must be renewed online. The processing time for credentials renewed online is approximately 10 working days.**

### **CHILD DEVELOPMENT PERMIT RENEWAL: SELF-VERIFICATION**

If you are renewing a Child Development Permit (except the Associate Teacher Permit), you may either complete the self-verification section on the application form or submit the [Professional Growth Plan and Record Form CL-826](#) along with your application. If you choose to self-verify the 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.

### **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.

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

Pursuant to Education Code section 44252, you must read this section and check 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 for completion of this information.



## **EMPLOYING AGENCY INFORMATION**

This section must be completed by the employing school agency for applications requesting any credential, certificate, and permit type where service will be restricted to that employing agency. Individuals applying directly to the Commission for a document do not need to complete this section.

## **OATH AND AFFIDAVIT**

Complete 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.

## **FINGERPRINT INFORMATION**

### ***California Residents***

If this is your first application for a credential, certificate, or permit, you will need to submit verification that you have had your fingerprints taken electronically by submitting a Live Scan receipt with your application packet. California residents do not have the option of submitting fingerprint cards. A copy of the Live Scan form may be found on the Commission's website at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.

Three copies of the form will be needed for the Live Scan operator. A current listing of Live Scan sites offering electronic fingerprint services is available to the public on the California Attorney General's website using this link: <http://ag.ca.gov/fingerprints/publications/contact.php>.

If you are renewing a document that has lapsed and have not held any valid document for more than 18 months, under current regulations you must repeat the fingerprinting process for the Commission before your document can be reissued. Please see [Credential Leaflet CL-271](#) for more information on fingerprinting.

### ***Out-of-State/Out-of-Country Residents***

If this is your first application for a credential and you reside outside of California, you must submit with your application packet two fingerprint cards (FD-258) and the additional fingerprint [processing fees](#). The California Department of Justice (DOJ) will accept fingerprint cards only for educators who reside outside of California.

Individuals residing outside of California and applying for employment or licensure in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. Processing of fingerprint cards takes approximately one month after receipt by the Commission. Fingerprint cards can be ordered from the Commission by sending an email to [OutofStateFPs@ctc.ca.gov](mailto:OutofStateFPs@ctc.ca.gov).

## **ISSUANCE DATES**

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the date the Commission received the application.

### ***Applications Submitted by Agencies***

Pursuant to California Code of Regulations Title 5 section 80440 (b) and (c), applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential.

The Commission will honor the issuance 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 received within the submission deadline. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.



### ***Applications Submitted by Individuals***

If an application for a first time or new type of document is submitted directly to the Commission by an individual, the issuance date of the credential, certificate or permit will be the date the application was received by the Commission.

If an application for renewal of a document is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. Applications for renewal may be submitted within one year of a document's current expiration date. If an application for renewal is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

### **PROCESSING TIME**

Applications are processed in the 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 by a Professional Practices 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.

### **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. Document holders may locate their file using the [Educator Login](#) function on the Commission's website. Documents are available for view within 3-5 business days of issuance. For directions on obtaining an unofficial copy of your document, you may use the link [View/Print Document](#) 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 available online at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>)
- 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 |

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

## 1. PERSONAL INFORMATION (type or print)

|                                               |                                             |                |
|-----------------------------------------------|---------------------------------------------|----------------|
| *Social Security or Individual Tax ID Number: | *Date of Birth: (mm/dd/yyyy)                |                |
| *Applicant's Name:                            |                                             |                |
| First                                         | Middle                                      | Last           |
| Former/Maiden Name(s):                        | County or District of Employment (CA only): |                |
| *Address:                                     |                                             |                |
| *City:                                        | *State:                                     | *Zip:          |
| Home Phone:                                   | Work Phone:                                 | Message Phone: |
| *Email Address:                               |                                             |                |

## 2. CREDENTIAL TYPE (choose only one type below) OPTIONS: \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |      |       |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------|-------|-------|
| <p><b>Substitute Permits (PT)</b></p> <p>_____</p> <p><b>Single Subject (Secondary Teaching)</b></p> <p>_____</p> <p>Specify Subject (If you are requesting more than one subject, enter it in Comments box.)</p> <p>_____</p> <p>Specify World Language other than English (if applicable)</p> <p>_____</p> <p>Term _____</p> <p><b>Multiple Subject (Elementary Teaching)</b></p> <p>_____</p> <p>Term _____</p> <p><b>Education Specialist (Special Education)</b><br/><small>(If you are requesting more than one specialty area, enter it in Comments.)</small></p> <p>_____</p> <p>Specify Specialty Area</p> <p>_____</p> <p>Other Specialist Credentials <span style="float: right;">Term _____</span></p> <p>_____</p> <p>Added Authorizations (AASE)</p> <p>_____</p> | <p><b>English Learner Authorizations</b></p> <p>_____</p> <p><b>BILINGUAL AUTHORIZATION - Specify Language</b></p> <p>_____</p> <p><b>Services Credentials</b></p> <p>_____</p> <p style="text-align: right;">Term _____</p> <p>Specify Other Health Services</p> <p>_____</p> <p><b>Child Development Permits (PK)</b></p> <p>_____</p> <p><input type="checkbox"/> School-Age Emphasis</p> <p><b>Designated Subjects (PW)</b></p> <p>_____</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">Subject(s)</td> <td style="width: 30%;">Term</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table> <p><b>Supplementary Authorization(s) (PJ)</b></p> <p>_____</p> <p><b>Subject Matter Authorization(s) (PJ)</b></p> <p>_____</p> <p style="text-align: center;">CTC Use Only</p> | Subject(s) | Term | _____ | _____ |
| Subject(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |      |       |       |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |      |       |       |



### 3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION (CURRENT CHILD DEVELOPMENT PERMIT HOLDERS)

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

### 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



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

## 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

## 6. 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, check 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.**

## 7. 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 \_\_\_\_\_

Comments/Additional Subject Requests:



## DESIGNATED SUBJECTS SPECIAL SUBJECTS TEACHING CREDENTIALS

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The Preliminary or Clear Special Subjects Teaching Credential authorizes the holder to teach the subject named on the credential in grades K–12 inclusive, and classes organized primarily for adults.

The Special Subjects Teaching Credentials are issued to individuals who meet the requirements listed below and who apply through and are recommended by a [Commission-approved program sponsor](#). They are available in the following subject areas:

- Aviation Flight Instruction
- Aviation Ground Instruction
- Basic Military Drill
- Reserve Officers Training Corps
- Driver Education and Training
- Limited Driver Training

### Requirements for the Five-Year Preliminary Credential

Individuals must satisfy **all** of the following requirements:

1. Verify four years of experience or education as specified below (at least one year of the experience must be within the three-year period immediately preceding the issuance of the credential.)
  - *Aviation Flight Instruction or Aviation Ground Instruction*  
Experience must be verified by copies of flight logs
  - *Basic Military Drill*  
Experience must be verified by the Adjutant General of the State of California
  - *Reserve Officers Training Corps (ROTC)*  
Experience must be verified by the branch of the military service sponsoring the program in the employing school district
  - *Driver Education and Training*  
Education must include a bachelor's degree from a regionally-accredited college or university verified by official transcript
  - *Limited Driver Training*  
Experience must be verified by submission of a current transcript of driving record from the Department of Motor Vehicles
2. Possess the appropriate license, complete the appropriate course work, **or** obtain the recommendation of the appropriate agency as specified below:
  - *Aviation Flight Instruction or Aviation Ground Instruction*  
Possess a properly rated valid certificate issued by the Federal Aviation Agency
  - *Basic Military Drill*  
Obtain the recommendation of the Adjutant General of the State of California

- *Reserve Officers Training Corps (ROTC)*  
Obtain the recommendation of the branch of military service sponsoring the program in the employing school district
  - *Driver Education and Training*  
Possess a valid California driver's license and receive verification by an LEA that the applicant has completed 12 semester units, or 180 clock hours, in a Commission-approved program of subject-matter preparation in driver education and training\*
  - *Limited Driver Training*  
Possess a valid California driver's license, submit a written statement from the employing school district attesting to the applicant's ability to actually perform behind-the-wheel driver instruction, and submit written assurance from the ESD that adequate supervision and appropriate staff development will be provided for the individual receiving the limited driver training authorization
3. **One** of the following requirements must be satisfied:
    - a. possess a high school diploma
    - b. possess a diploma based on passage of the GED Test
    - c. possess the foreign equivalent of a high school diploma
  4. U.S. Constitution – applicants must satisfy **one** of the following requirements:
    - a. complete a course (at least two semester units or three quarter units) in the Provisions and Principles of the U.S. Constitution at a regionally-accredited college or university (Submit a copy of the course description for evaluation purposes.)
    - b. pass an examination in the Provisions and Principles of the U.S. Constitution given by a regionally-accredited college or university
  5. For Driver Education and Training only, satisfy the [basic skills requirement](#). See Credential Leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information
  6. Verification that the applicant is aware of the requirements for the clear credential, including the program of advanced personalized preparation
  7. Recommendation from a [Commission-approved Career Technical Education program](#) of personalized preparation.
  7. Completed application ([form 41-4](#))
  8. Current application [processing fee](#)

\*Effective April 18, 1999, only Commission-approved subject-matter programs will be accepted toward meeting this requirement.

**Note:** A Preliminary Special Subjects Credential may be issued for one year to applicants who have completed all requirements except the U.S. Constitution requirement, as listed above. The credential may be extended to its full five-year term once the U.S. Constitution requirement has been met.

### Requirements for the Clear Credential

Individuals must satisfy **all** of the following requirements:

1. Possess the appropriate valid Preliminary Special Subjects Teaching Credential

2. Verify completion of two years of successful teaching experience as authorized by the preliminary special subjects teaching credential. “Two years of successful teaching” is defined as teaching a minimum of one course in each of four terms within the five-year period of validity of the preliminary credential
3. Verify completion of a Commission-approved Career Technical Education program of personalized preparation
4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Current application [processing fee](#)
7. Recommendation by a [Commission-approved CTE program sponsor](#)

### Special Teaching Authorization in Physical Education

The Special Teaching Authorization in Physical Education authorizes the holder to teach physical education courses in basic military drill and physical fitness training in grades 12 and below, and classes organized primarily for adults. The Special Teaching Authorization in Physical Education is a distinct physical education authorization limited to the areas of basic military drill and physical fitness training.

### Requirements for the Special Teaching Authorization

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary or Clear Special Subjects Teaching Credential in Basic Military Drill or R.O.T.C
2. Satisfy the [basic skills requirement](#) (see [Credential Leaflet CL-667](#))
3. Verify subject-matter knowledge in physical education by completion of a [Commission-approved subject matter program](#) or passage of the appropriate [subject-matter examination\(s\)](#)
4. Completed application ([form 41-4](#))
5. Current application [processing fee](#)

[Click here for Professional Preparation Programs](#) or visit the Commission website @ [www.ctc.ca.gov](http://www.ctc.ca.gov).

Reference: California Education Code, Section 44252(e) and Title 5, California Code of Regulations, Section 80037



# North Coast Teacher Induction Program

5340 Skylane Blvd, Santa Rosa CA, 95403

Phone: 707-524-2818 Fax: 707-524-2815 Website: [www.ncsoe.org](http://www.ncsoe.org)

## Special Subjects Clear Credential Application Checklist

To apply for a Clear Designated Subjects Special Subjects (SS) Credential based on a 5yr preliminary, submit the following items to the North Coast Teacher Induction Program (NCTIP) Regional Office attention: Sherry Navarro.

Participant Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Information: Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### PROGRAM REQUIREMENTS: Evidence of Completion

1.  Possess a valid California Preliminary SS Teaching credential (5 year) (see item # 3 for teaching requirement)
2. **Program of personalized preparation requirement met through one or more of the following (check all that apply):**
  - Foundations & Orientation Class** (or pre-approved equivalent course) along with one or more of the below options:
    - Commission-approved program of personalized preparation** that includes training in Specially Designed Academic Instruction Delivered in English (SDAIE) :
      - Induction Year 1 \_\_\_\_\_  Induction Year 2 \_\_\_\_\_
    - Previously Held Clear Credential  Other Program/Equivalency: \_\_\_\_\_
3. **Verification of Successful Teaching on the SS Credential – completed Verification of Experience form**
  - Two years of successful teaching on the basis of the Preliminary SS Teaching Credential in the industry sector(s) listed on the credential. “Two years of successful teaching” is defined as teaching a minimum of one course in each of four terms within the five-year period of validity of the preliminary credential.
4. **United States Constitution Requirement met within one year of preliminary credential issuance through (check one):**
  - Previously Held Ryan or 2042 Credential
  - A university or college course (official transcript required- please attach or check box below)
    - Transcript submitted with preliminary credential application
  - Exam taken through NCTIP (no further document required)
5. **Health Requirement Including valid CPR (Adult/Child/Infant) met through one or more of the following:**
  - Previously Held Clear Ryan or Preliminary 2042 Credential
  - NCTIP Health Class (units/transcript not required)  Valid CPR (Adult-Infant-Child)
  - Nursing or medical training (copy of current CPR card & medical license required- please attach)
  - University or college course (description of course and official transcript required- please attach)
  - Other: \_\_\_\_\_
6. **Complete study in computer-based technology, including the uses of technology in educational settings:**
  - NCTIP (part of Commission-approved program – item # 2 above)
  - Other (official transcripts required): \_\_\_\_\_
7. **Additional Requirements for the Special Teaching Authorization in Physical Education (see leaflet CL-699):**
  - Preliminary or Clear Special Subjects Teaching Credential in Basic Military Drill or R.O.T.C.
  - Satisfy the Basic Skills Requirement (CBEST) (see Credential Leaflet CL-667)
  - Verification of subject-matter knowledge in physical education by completion of a Commission-approved subject matter program or passage of the appropriate subject-matter examination(s)

Date of Credential Issuance: \_\_\_\_\_ Evidence Attached & Verified: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Sherry Navarro, Administrative Specialist

Credential Recommendation approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Karen Ricketts, Regional Director

### CREDENTIAL APPLICATION REQUIREMENTS

1. **Completed and Signed Application- Fully complete 41-4-** Please review carefully as all corrections or additions must be initialed by the applicant. Incomplete applications may be returned to applicant.
2. **\$100.00 Money Order or Cashier’s Check** payable to the Commission on Teacher Credentialing or CTC.

Date of Completion: \_\_\_\_\_ All Required Documents Attached & Verified: \_\_\_\_\_

Signature, Nicole Rosaschi, Credential Advisor

**If you have questions about the Designated Subjects credential application process, please contact Nicole Rosaschi, Credential Advisor, (707) 524-2987 or [nrosaschi@scoe.org](mailto:nrosaschi@scoe.org).**