# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see <u>Application Instructions</u>)

Mail application	and navment						,	Appe	al:
check or money		Route to:							
Commission on Te									
Certification Division 1900 Capitol Avenue							IH	IE/County	/District Use Only
Sacramento, Cali									
			_						
	Use Only: Fe	e Information					Is	suance	
APP	FP	Other					Da	ate:	
1. PERSONAL	⊥ INF∩RMATIC	N (type or print)		СТС	Use Only		Er	nail Addre	ess:
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Social Security	or individual i	ax Identification N	Aumber.			Date	of Birth:	ттт/аа/ууу	у)
*My Full Legal Na	ame:	First	\		Middle		\		Last
		11130							Edit
All Former/Maid	len Name(s):				County or Di	strict c	of Employm	nent:	
*Address:									
*City:						*State	e:	*Zip	<b>:</b>
Home Phone:			Work Phone:				Message F	hone:	
*Email Address:									
2. CREDENTIA	L TYPE (choos	e only one type below	OPTIONS:						
Substitute Per	mits (PT)			En	English Learner Authorizations				
	` ,								
				BII	INGUAL AUTHO	ORIZAT	TON - Spec	ify Langu	age
Single Subject	(Secondary Te	aching)							
Specify Subject	(If you are reques	ting more than one su	ıbject, enter it in	Se	rvices Creder	ntials			
Comments.)		-		36	i vices creder	iciais			
Specify World La	anguage (if appli	cable)		To	Term				
Term						alth Ca	m da a a		
Term				Sþ	ecify Other Hea	attii Se	rvices		
Multiple Subje	ct (Elementary	/ Teaching)		Ch	Child Development Permits (PK)				
					School-Age	- Emph	nasis		
Term				De	Designated Subjects (PW)				
Education Spe	cialist (Special	Education)		_   De	signated subj	jects (	(PW)		
(If you are requesting	ng more than one	subject, enter it in <i>Cor</i>	mments.)						
					bject(s)				Term
Specify Specialty Area									
					Supplementary Authorization(s) (PJ)				
Term									
				Su	biect Matter	Autho	rization(s	(L9) (	
Other Specialist	Credentials				Subject Matter Authorization(s) (PJ)				
							רדר ווי	se Only	
Added Authoriza	ations (AASE)						C1C 0:	c Only	
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### 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.

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referring (or dectare) that i have read	id the above and completed the following for this renewal c	of my clear credential.					
I have completed hou	urs 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 iail 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 you understand:

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



	• 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							
	<ul> <li>convictions dismissed pursuant to Penal Code Section 1203.4</li> </ul>							
	<ul> <li>driving under the influence (DUI) or reckless driving convictions</li> </ul>							
	no matter how much time has passed							
	You do not have to disclose:							
	<ul> <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> </ul>							
	<ul> <li>infractions (DUI or reckless driving convictions are <u>not</u>infractions)</li> </ul>							
	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							
- Д	Are any criminal charges currently pending against you?							
u.	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 reproved, 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							

a. Have you ever been:

FORM 41-4 (REV. 8/2017)

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 documentholder 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 documentholder, 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, a	nd 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 Agenc	y 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, please review the 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 <u>Credential Leaflet CL-659</u> for fee schedule.



Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission *does not* accept cash payments. <u>All application fees are non-refundable</u>.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

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California, and the law	s of the United	States and the State of Californ	e United States of America, the Conia. I hereby certify (or declare) un n this application are true and corn	nder penalty of perjury under
Date	City	(where you sign the form)	County	State
SIGNATURE OF APPLIC	ANT			
Comments/Additiona	l Subject Requ	uests:		