



Yolo-Solano Center For Teacher Credentialing, Davis JUSD
4632 2nd Street Davis, CA 95618
Phone: (530) 747-2008



CTE Preliminary Credential Application Checklist for: _____

To be recommended for a preliminary credential by the Yolo-Solano CTC Induction Program, you must have accepted an employment offer corresponding to the credential requested. Please list your employing district/agency and school/work site:

District/Agency: _____ School/Work Site: _____ Hire Date: _____

To apply for a Preliminary CTE Credential, submit the following items in person to the Yolo-Solano Center for Teaching Credentials. A program leader will review the application during an initial advisement appointment. When the application packet is complete, Yolo-Solano CTC will submit it to the Commission on Teacher Credentialing (CTC). **Do not mail the application directly to the CTC.**

PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR APPLICATION PACKET.

- 1. Application for Credential Authorizing Public School Service (CTC form 41-4).**
Complete only sections 1) *Personal Information* and 3) *Professional Fitness Questions and the Oath and Affidavit*. Credential staff will complete section 2) *Type of Credential*. Please **read carefully** pages 2 – 3 of the [CTC 41-4 Instructions](#) for further directions for sections 1 and 3.)
- 2. \$100.00 Money Order or Check** payable to the Commission on Teacher Credentialing or CTC. If Yolo-Solano CTC Induction Program is not able to recommend you to CTC for the credential, this fee will be returned to you. If the California CTC is not able to recommend you for a credential, the fee is **not** returned.
- 3. Fingerprints** – Required unless you already hold a credential or Certificate of Clearance from the Commission on Teacher Credentialing (CTC). Submit a copy of the completed Request for [Live Scan Service form \(41-LS\)](#) after it has been completed by the Live Scan operator. (Fees for fingerprinting vary and are collected directly from the processing agency.)
- 4. Credential Authorization Selection Form** (please see pages 5-9 of the [CTC cl-888](#) leaflet for more detailed industry sector breakdowns)
- 5. Current Resume** – Include education, advanced industry certifications, work history, volunteer work and references. Attach copies of Industry License(s) and certifications, i.e. State Contractor’s License, Business License, etc.
- 6. Official Transcripts** – High School, AA, or BA (opened originals are fine). If an official transcript is not available, then an original High School diploma, G.E.D. diploma, or the foreign equivalent of a high school diploma is acceptable.
- 7. United States Constitution** – **Please Note:** You **DO NOT** need to meet this requirement **before** the preliminary CTE credential is issued, only before the clear credential is issued. However, we will review the transcripts you submit with your application for coursework that meets this requirement. Some Political Science, U.S. government or History courses satisfy this requirement. If you do not have the coursework, you may take a challenge exam to meet this requirement.
- 8. Work Experience** – [Work experience requirements](#) include: three 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. See *Terms and Definitions* on page 3 of [cl-888](#) for additional information regarding the work experience requirement.
- 9. Verification of Teaching Employment Form** – In order to recommend a candidate for a preliminary CTE credential, the Yolo-Solano CTC Induction Program requires that the candidate be employed or have the promise of employment in the area of the requested credential(s).
- 10. \$250.00 Money Order or Check** payable to Davis Joint Unified School District or pay here: [CTE Preliminary Credential Fee](#) if you are from a non-consortium partner. This is a program service fee.

If you have questions about the CTE credential application process, please contact the [Yolo-Solano Center for Teaching Credentials](#) Executive Director, Constance Best by email at cbest@yscenter.org.