# APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see Application Instructions)

Mail application a	nd payment	`	•				<u> </u>	Appea	il:
(check or money order) to: Commission on Teacher Credentialing Certification Division				Route to:					
							100	IHE/County/District Use Only	
1900 Capitol Avenu	ue						""	-/ County/	District use Only
Sacramento, Califo	ornia 95811-4	4213							
Commission Use	Only: Fee I	nformation					loc	112250	
APP	FP	Other						uance te:	
4 DEDCOMAL IN	IFORMATIO	M. a		CTC	· II Oak		Em	nail:	
1. PERSONAL IN	NFURMATIU	(type or print	:)	CIC	Use Only				
*Social Security	or Individua	l Tax Identifica	ation Numl	per:		*Date	of Birth: (	mm/dd/y	ууу)
*My Full Legal N	ame:	First		_\	Middle	\	\		Last
All Former/Maid	en Name(s):				County/Dis	trict of	Employme	ent (CA o	
*Address:	. ( )				,		. ,		3,1
*City:						*State	<b></b>	*Zip:	
Home Phone:			Work Ph	ono:		1	Mobile Ph		
*Email Address:			WOIK FII	one.		'	MODILE FIL	one.	
Elliali Address.								* -	= Required Information
2. APPLICATION	N TYPE REC	UESTED: (se	lect only	one option)				•	- Required information
New Credent  Add Subject		Extension bon to Existing Do		Upgrade (Cl Change of R	ear Credentia	al or Ch Othe		pment Pe	ermit) Renewal
-									
3. CHOOSE DOO		<u> </u>							
* = Available at the select from Section									re you to
TEACHING CREDE		-		EMERGENCY			ITUTE PEI		CHILD DEVELOPMENT
Single Subject	-1117125.	Administrati		Limited Ass			Day Substit		PERMITS:
Multiple Subje	ct	Pupil Persor	nnel	Short-Term	-		eer Substit		Assistant
Education Spec		Speech-Lang	uage	e Provisional Internship*		Prospective Substitute			
Career Technic	` '	Pathology		EM CLAD*			ching Per		Teacher
Adult Educatio	n	Teacher Libr School Nurse		EM Bilingua			tutory Lea		Master Teacher
other.		Other:	7	EM Teacher Librarian* EM Resource Specialist*		30-Day CTE Substitute		ibstitute	Site Supervisor Program Director
	<del></del>	other.		EM Resourc	e Specialist*				Children's Center
			<del></del>						Permit
									School-Age Emphasis
4. SELECT AU	THORIZATIO	ON/SUBJECT	AREA(S):	(to choose ac	lditional sul	bject a	areas, see	page 5	"Comments" box)
							Cupplom	ontary A	uthorization/
Multiple Subje Single Subject			_	Learner Author	rization			-	uthorization:
Single Subject	. (Secondary	reaching).		ertificate Il Authorization			,		
(Specify World I	_anguage-if ap	plicable)		it Authorization / Language)	i <b>.</b>				
Special Educa	tion Specialty	v Areas:	-					СТС	Use Only
	speciale,	,	Pupil Pe	ersonnel Service	es:				
CTE Industry S	ector:								
Adult Education	on Subiects:								
Lacata									

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### 5. 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.

	LA		

My Professional Growth Advisor is	Advisor's Name	Advisor's Phone Number
I have completed hours of pro	ofessional growth activities	
i certify (or declare) that I have read the ab	ove and completed the following for this renewa	t of my Child Development Permit:

# 6. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding <u>Professional Fitness Explanation Form</u>.

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 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,					
	<ul> <li>suspended without pay for more than ten days, or</li> </ul>					
	• retired, or					
	<ul> <li>resigned from, or otherwise left school employment</li> </ul>					
	because of allegations of misconduct or while allegations of misconduct were pending?	)				
	Yes No					
b.	b. Have you ever been convicted of any felony or misdemeanor in California or any other p	place?				
	You must disclose:					
	all criminal convictions					
	misdemeanors and felonies					
	<ul> <li>convictions based on a plea of no contest or nolo contendere</li> </ul>					
	<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>					
	<ul> <li>no matter how much time has passed</li> </ul>					
	Vau de ret have te displace.					
	You do not have to disclose:					
	<ul> <li>misdemeanor marijuana-related convictions that occurred more than two years prior convictions involving concentrated cannabis, which must be disclosed regardless of th conviction.</li> </ul>					
	<ul> <li>infractions (DUI or reckless driving convictions are <u>not</u> infractions)</li> </ul>					
	Yes No					
c.	c. Are you currently the subject of any inquiry or investigation by any law enforcement ag in California or any other state?	ency or any licensing agency				
	Yes No					
d.	d. Are any criminal charges currently pending against you?					
	Yes No					
e.	e. Have you ever had any credential, including but not limited to, any Certificate of Clears license or other document authorizing public school service, revoked, denied, suspende otherwise subjected to any other disciplinary action (including an action that was staye state or place?	ed, publicly reproved, and/or				
	Yes No					

a. Have you ever been:

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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

#### 7. 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

# 8. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, a	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 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.

California, and the laws of t	he United Sta	pport the Constitution of the United S ates and the State of California. I here hat all the foregoing statements in th	eby certify (or declare) und	der penalty of perjury
Date(mm/dd/yyyy)	City	(where you sign the form)	County	State
SIGNATURE OF APPLICANT				ete all portions of this section.
Comments/Additional Sub	ject Request	es:		