

Kern County Superintendent of Schools  
Advocates for Children

**Application for CTC Recommendation**

In order for KCSOS to submit the online recommendation for your Permit/Credential, the Commission on Teacher Credentialing (CTC) requires the following information:	
Full Legal Name	First Middle Last
Social Security Number	
Date of Birth	
Contact Phone #	
Email Address	

**Professional Fitness** (Questions are on reverse side.)

When completing your application online you will be asked six (6) professional fitness or background questions. You will be asked about arrests, convictions, changes in education employment status as a result of misconduct, and disciplinary actions taken against a teaching or other license.

The Commission will evaluate your fitness to be granted a credential based on your answers to these questions and review of criminal history reports, an international database of teacher misconduct, previous reviews by the Commission, reports of educator misconduct from school districts and violations of teacher preparation tests.

**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 are in doubt, always err on the side of disclosure

If you answer “**yes**” to questions **a thru f**, **you must provide**, if available, to the Commission a copy of any documents related either to the accusations (allegations) or charges against you.

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KCSOS Credentials Office Use Only

Date Entered Online _____ by _____
TCC Issued: <input type="checkbox"/> Yes by _____ Date _____
TCC Exp _____
<input type="checkbox"/> No, Reason _____

### Professional Fitness Questions

The Commission's new online application system will display any affirmative responses to these questions that you provided after May 29, 2012. However, you must disclose any information not previously provided. You will be asked:

<p>a. <b>Have you ever been dismissed, non-re-elected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b> <b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct. <b>NOTE:</b> If you answer "yes", you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p>b. <b>Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b> <b>Disclose:</b> All 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. <b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court: 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, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>c. <b>Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b> <b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>d. <b>Are any criminal charges currently pending against you?</b> <b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b. <b>NOTE:</b> If you answer "yes", you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>e. <b>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 CA or any other state or place?</b> <b>If yes</b>, was the action taken by the California Commission on Teacher Credentialing? <b>NOTE:</b> If you answer "yes", you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>f. <b>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 CA or any other state or place?</b> <b>Do not disclose:</b> Final teaching licensing actions should be disclosed in question e. <b>NOTE:</b> If you answer "yes", you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

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.

Applicant's Signature

Date

If you have any "yes" answers, it is requested that you **provide all required documents** at the **time of application**. The Credentials Office will mail the paperwork to CTC on your behalf. Documents are mailed every Friday, except holidays. If you prefer to mail to CTC on your own, the TCC cannot be released. Please be aware that until the CTC has received this information, your application cannot be processed.