

Designated Subjects Credential Application Submission Check-List

To apply for a credential submit the following items by mail to the attention of “Credentials” at the address listed above. We will contact you once your packet has been reviewed.

- 1. Application for Credential Authorizing Public School Service (CTC form 41-4)**
Complete only the following sections of this form:
1.) Personal Information, 3.) Professional Fitness Questions, and the Oath and Affidavit
Credential staff will complete section 2.) Type of Credential
- 2. Credential Type and Program Information Form**
- 3. 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. These original documents will be returned after processing.
- 4. United States Constitution** - this requirement is for Full-time credentials only. Some Political Science, U.S. Government or History courses satisfy this requirement. We will review the transcripts you submit with your application for coursework that meets this requirement. If the requirement is not met before you apply for the credential, you will receive a 1-yr Preliminary Credential. In order to extend this credential to the full 5 years you will need to satisfy the requirement during the first year of issuance. This requirement can be met by coursework or exam.
- 5. Work Experience** [*see “Experience Verification Guidelines”*]
- 6. Basic Skills Requirement** – submit a copy of your test results with your application packet if applying for an Adult Education Credential in an academic subject (not required for other Designated Subjects credentials)
- 7. 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 after it has been completed by the Live-Scan operator. You will be charged both a rolling and processing fee by the Live-Scan provider. To find a Live-Scan provider see “*Locate a California Live-Scan Provider*” on our web-page.
- 8. \$75.00 Personal Check, Money Order or Cashier’s Check**
Payable to the Sacramento County Office of Education or SCOE
*This is a **non-refundable** credential application evaluation fee.*
- 9. \$55.00 Personal Check, Money Order or Cashier’s Check**
Payable to the Commission on Teacher Credentialing or CTC
If you are not recommended to CTC for the credential, this fee will be returned to you.

If you have questions about the Designated Subjects credential application process, please review the resource materials on our website. If you need additional assistance you may contact a credential staff member in this office at 228-2332.

Please Note: To receive the clear credential when the initial preliminary credential expires requires verification of successful teaching during the valid period of the preliminary credential. Therefore, if you do not currently have a position or a job offer it may be to your advantage to hold your credential application until you have secured a position that requires the credential.