

Why Should an Applicant Disclose Their Convictions or Misconduct?

Applicants sign the application form under penalty of perjury. When an applicant fails to disclose information or provides false or deceitful answers, they are subject to criminal prosecution, denial of their application, or adverse action by the Commission on any credential they hold.

Moreover, when the Division of Professional Practices (DPP) does not have all the information they need to process an application, they must contact the applicant and this will delay their application.

What do I have to disclose?

On every application you submit to the Commission, you are required to make known the following:

Criminal convictions for misdemeanors and felonies, including convictions that have been:

- dismissed pursuant to Penal Code section 1203.4, and
- disclosed to the Commission on previous applications.

Licensing agency inquiries and investigations, including all:

- inquiries made by the Commission and other licensing agencies, and
- adverse actions imposed by the Commission and other licensing agencies.

School employment separations due to allegations of misconduct, including all dismissals, non-re-elections, retirements, resignations, and suspensions for more than ten days without pay.

You must disclose all relevant information on every application you submit to the Commission, even if you disclosed the same information on an earlier application.

You are required to disclose all criminal convictions (misdemeanors and felonies). A court order pursuant to Penal Code Section 1203.4(a) states that the order does not relieve the person of the obligation to disclose the conviction in response to any direct question contained in any questionnaire or application for public office or for licensure by any state or local agency.

You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code Section 1203.4. A plea of *nolo contendere* (no contest) to a criminal charge results in a conviction which must be disclosed.

Warning: Failure to report a conviction or disciplinary action by a state licensing agency is considered falsification of your application and could lead to criminal prosecution, denial of your application, and/or adverse action on other credentials you currently hold.

Why is it taking so long to review my application?

California Code of Regulations, Title 5, Section 80443, sets a maximum processing time of 50 working days for completed applications. However, applications delayed by a Commission appeal, Division of Professional Practices review, or fingerprint card processing are not subject to the 50-day restriction.

How can I find out the status of my review?

To request a status check on the review of an application for allegations of misconduct in the Division of Professional Practices, call 1-888-921-2682 between the hours of 12:00 PM to 4:45 PM. Anyone who answers the phone will be able to check on the status of your application.

What documents should I submit if I have been convicted of a crime?

For every conviction, applicants must submit:

- certified documents from the court, showing plea and sentencing
- arrest report from the law enforcement agency (usually a police or Sheriff's department) and,
- an explanation of the incident that led to the arrest. <http://www.ctc.ca.gov/educator-discipline/files/criminal-conviction-explanation.doc>

What does the Commission consider when deciding whether to grant a credential to someone with a criminal history?

If the conviction is not on the list of convictions that require the Commission to deny the application, the Commission will consider how long ago the misconduct occurred, any prior record of misconduct, references, rehabilitation, and other factors.

**After you have submitted your sub paperwork to SCOE along with the state application form for your sub permit, you will need to download this personal and professional fitness explanation form and mail it to the state.

1. Go to the California Commission on Teacher Credentialing website: www.ctc.ca.gov
2. Click on the "CA Educators" tab
3. Click on "Applications, Forms, Leaflets, & Manuals"
4. In the "Search box" type OA-EF
5. Download the Personal and Professional Fitness Explanation Form and mail to the state along with your other documentation.

CCTC, 1900 Capitol Avenue, Sacramento, CA 95811

For more information please go to the California Commission on Teacher Credentialing website at www.ctc.ca.gov and look for the "Educator Misconduct" tab.