## San Diego County Office of Education

### APPLICATION REVIEW CHECKLIST

**Special Subjects (CTE) + 4 Year PRELIMINARY**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>INITIAL IF INCLUDED</th>
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| **SDCOE Preliminary Credential Program Application**  
This is the request to be admitted into the SDCOE Designated Subjects Credential program. Page 1 must be completed in full. The other pages are to be used as a worksheet by the candidate in collecting required documentation and as a communication tool between all parties. | | |
| **CTC Credential Application (41-4)**  
Candidate Note: Please remember to answer ALL of the questions listed in Section 3.  
Technician Note: Upper right hand corner contains the date the credential will be effective. Please don’t forget your district stamp and initials or signature. | | |
| **Temporary County Certificate Application (A120)**  
Candidate Note: This form is completed when the County will need to release a paycheck before you receive your document from CTC.  
Technician Note: If your district is OUTSIDE San Diego County, please do not send this form in with the application. Keep it and send to your COE when you receive the Recommendation form.  
NOTICE: Effective January 1, 2017, Assembly Bill 1918 will require a Certificate of Clearance on file at the Commission on Teacher Credentialing prior to activation of any Temporary County Certificates (TCC). To apply for a Certificate of Clearance, applicants must complete LiveScan fingerprinting (41-LS and Clearinghouse) and then apply online at the Commission of Teachers Credentialing website. The fee for this document is $52.50. Once the Certificate of Clearance is granted, the applicant may apply for their regular credential/permit through our office and claim a $50 fee credit by submitting a copy of the Certificate of Clearance | | |
| Completion of U.S. Constitution  
Verified by official transcripts  
  o The commission does not accept SDCOE certificates of completion, you must request official transcripts from UMass Global, to be emailed directly to Nancy Mora (Credentials Technician) nancy.mora@sdcoe.net | | |
| **CCTC fee**  
Remember money order or cashier’s check ONLY! $100.00 payable to CCTC OR $50.00 if you have the Certificate of Clearance credit through CCTC | | |

Revised 07/06/2020