

Instruction on How to Complete 41-4 Webform

The CTC replaced the PDF version of the Application Form 41-4 with a fillable web form. The new web form can be filled out electronically online. Once completed, it will generate a printable document that must be signed and mailed to the Commission along with the processing fee and any supporting documentation required. You will not be mailing the document to CTC.

STEP 1

Contact your employer and ask for the following information:

County CDS Code

School District Code

You will need the information to answer section 8 on the application and it would be best to get this before starting the application.

STEP 2

Click [here](#) to open the application (41-4 Form). When you open the document a pop-up Form Instructions will open do not close it until you read the following.

Please verify your legal name is the same at both CSUN and in your CTC profile. If it is not correct at the CTC, then you will need to complete the 41-NC form. If your name is not correct at CSUN you will need to submit a Legal Name Change Request [form](#).

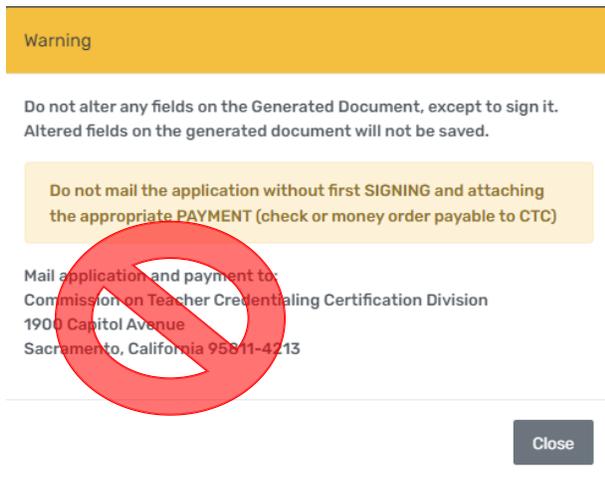
If your name has not changed you can acknowledge that you have read and understand the instructions on the form.

1. **Personal Information** ~ Complete all sections with the [red asterisks only](#).
2. **Application Type Requested** ~ Select the following from the drop down.
 - For an extension to an Intern document: Under Section 2 select “Extension by Appeal”. In Section 3 select “Other” and type “Extension to Intern credential” in the text field.
 - For a change of restriction: Under Section 2 select “Change of Restriction”. Then in Section 3 select the Single Subject, Multiple Subject, or Education Specialist.
 - For a reactivation of an Intern credential: Under Section 2 select “Other”. In the “Other” field, type “Intern Reactivation”. Then in Section 3 select the Single Subject, Multiple Subject, or Education Specialist.
 - Note- Comments may be added in the comment section, under section 9, that indicates the application is for the Intern credential.
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3. **Choose Document Type** Click on “Teaching Credential”
You will select the type of intern credential you currently hold.

4. **Select Authorization/Subject Area(s)** You will only select the credential type your intern is currently authorized for, in addition you will select “English Learner Authorization”.
5. **Skip**
6. **Professional Fitness Questions** ~ Answer all questions
 If you have a misdemeanor or felony since you last applied for a document at the CTC then you will need to report it. If you already reported a past misdemeanor or felony to CTC you do NOT need to report it again.
7. **Child Abuse and Neglect Mandated Reporting** ~ Complete
8. **Employing Agency Information** ~ Work with your employer to get this information.
9. **Oath and Affidavit** ~ Complete

After the application is complete you will click “Generate Document” if document does not pop up then scroll to the top of the page and see what is missing and make the correction(s).

A pop-up window will open when the application is successfully completed, DO NOT FOLLOW THESE DIRECTIONS, besides the signing of the document. You will send the signed 41-4 to the Credential Office. Here is the example of the pop-up Warning.



The only acceptable electronic signature is “Adobe or DocuSign”, if you are not sure if your electronic signature meets this requirement then please do a wet signature, so it doesn’t delay your application with the CTC.