



CTE Credential Program

Application Checklist

Please complete the application checklist and include add it to your secure folder once complete.

Name: _____

Step 1 – Complete the 41-4 Form

Complete the [41-4 Form](#)

Once completed, save the 41-4 Form as a PDF, and add it to your secure folder link.

Step 2 – Complete the FCSS DS CTE Credential Application

Complete the FCSS DS CTE [Credential Application](#)

Once completed, save the PDF, and add it to your secure folder link.

Step 3 – Complete the Intent to Complete Form

Complete the [Intent to Complete Form](#)

Once completed, save the PDF, and add it to your secure folder link.

Step 4 – Fingerprinting

If you hold a valid Certificate of Clearance, please upload a copy of the certificate to your secure folder link. Do not fingerprint or reapply for the Certificate of Clearance. Move to Step 5.

Complete the [Request for Live Scan Service](#) form for fingerprinting

Print a copy once completed and take to your to your appointment

Make a fingerprinting appointment with any Live Scan Service. Take the completed Request for Live Scan Service form with you. There will be a fingerprint cost to you.

Once your fingerprints are completed, you will then create an account on the CTC site (<https://www.ctc.ca.gov/>) to apply for your Certificate of Clearance. Make sure you apply for the "Certificate of Clearance". There is a CTC fee you will need to pay online. You will receive an email from CTC when your Certificate of Clearance (COC) is granted.

Save a copy of the email from CTC or a downloaded copy of your Certificate of Clearance and add it to your secure folder link.



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Step 5 - Early Orientation Course

You will receive a CANVAS Link to the Early Orientation course from the Program Director in your approval email from Step 1 (Pre-Screening). Please create an account with CANVAS and accept the link. Once you have completed the Early Orientation course you will receive a certificate.

Save a copy of your Early Orientation Certificate PDF and add it to your secure folder link.

Step 6 – Preliminary CTE Credential

Once all your required documents are uploaded (to your secure folder link) and approved, the Program Director will submit the online recommendation to CTC for your preliminary CTE Credential. After, you will receive an email from CTC with the next steps for the online application & payment process.

Process/pay for your credential as soon as you receive the email. Once that is complete you will receive an email with your recommendation letter attached.