

**Cal State East Bay
Commission on Teacher Credentialing (CTC)
Professional Education Unit**

Description of the Credential Recommendation Process

Staff in the Credential Student Service Center (CSSC) make credential recommendations to the CTC. The CSSC staff includes a Director (Credential Analyst II), two Credential Analyst I's, and one Admission Coordinator. CSSC staff report to the Associate Dean of the College of Education and Allied Studies. The Credential Analysts are highly trained and regularly attend CTC-sponsored conferences.

The CSSC maintains a requirement checklist for each Unit program. Candidates, in their last quarter of enrollment, submit a paper application for a credential recommendation. This application becomes part of the candidate's hardcopy file. The Credential Analysts use the program checklist to assess each candidate's status.

One unique feature of the process at Cal State East Bay is an internally-developed Credential Candidate Database. This Database links to the campus PeopleSoft database that houses student course grades. Quarterly, course grades for each candidate migrate to the Database. This saves staff time and guarantees accuracy. Previously, course grades were entered manually into the relevant checklist.

Some programs require a final review by the Program Coordinator: (a) the Reading and Literacy Added Authorization, (b) the Special Education Credential Programs (Mild to Moderate Disabilities and Moderate to Severe Disabilities), (c) the Pupil Personnel Services Credential Programs (School Counseling and School Psychology), and (d) the Speech-Language Pathology Credential. Once a candidate's checklist reveals to CSSC staff that all requirements have been satisfied, the Credential Analyst II logs in to the CTC website to make the credential recommendation.

Credrec20020170109