Please Keep Pages 1-2 For Your Records!

CREDENTIAL APPLICATION FILING PROCESS

The Commission on Teacher Credentialing (CTC) has a policy whereby all universities are required to submit credential applications online. A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. The credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf.

Our office will submit your application online to CTC upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic document for you to print. This is your official verification that you will be issued a credential, and you will not receive a hardcopy of your credential document. Your official credential will be posted on the CTC's website: www.ctc.ca.gov.

The Process:

- **Submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center (CSSC) in AE 235.** It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your credential. Be sure to make any photocopies prior to submitting your packet.

- **Credential Analysts will check documents, verify eligibility and recommend the credential.** Requests will be processed in the order in which they are received. **Depending upon volume,** it may take several weeks before your application is processed. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. If additional documentation is required, you will be notified via email or by phone.

- **Once CSSC has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process.** Usually within a day, you can expect a confirmation email from CTC that your application has been received. Provided there are no extenuating circumstances, CTC will send you an email confirming that the credential has been issued. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors. Note: You may also look up your application status directly at the CTC's website at: http://www.ctc.ca.gov/credentials/online-services/default.html.

- After your credential has been recommended, you must submit payment in a timely manner or CTC will cancel your recommendation. CSSC will require a new credential application and fee to complete another online recommendation (referred to as a second (2nd) recommendation).

- **Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.**

For your planning, record the date your application was submitted to CSSC: _____

Rev. 3/2015

Requirements for All Programs: Submit the items below, if you have **not** already done so:

- Printout from CTC website that shows All Documents held including the 'Document Number, Title, Issue Date, and Expiration Date'. Go to: www.ctc.ca.gov, click on Search for an Educator, then Secured Search. Enter your SSN and Birth date to access your credentials held.
- Current negative T.B. test; skin test results are valid for 3 years (x-rays are good for 5 years) for all programs
- Verification of the Basic Skills Requirement (BSR), i.e., CBEST is a common way to meet the BSR
- **Online CPR not acceptable, if required.
- Completed CSUEB Credential Application
- Credential Processing Receipt form and **$25.00 for each credential document type**. This may be paid by personal check or money order payable to CSU East Bay. **We cannot accept cash or credit card.**
- Valid email address that accepts correspondence from CSU East Bay and the Commission on Teacher Credentialing
- Graduate Contact Information sheet
- See credential types for which you are applying:

Credential Types

Preliminary Multiple Subject
- RICA (official score report)
- **Valid CPR Certificate – Adult, Infant & Child (copy of the front/back of the card)
- Full passage on PACT/TPA
- Complete CSU online exit survey at www.csuexitsurvey.org
  (print last page with confirmation number)

Preliminary Single Subject
- ** Valid CPR Certificate – Adult, Infant & Child (copy of the front/back of the card)
- Full passage on PACT/TPA
- Complete CSU online exit survey at www.csuexitsurvey.org
  (print last page with confirmation number)

Preliminary Education Specialist (started in Fall 2011)
- ** Valid CPR Certificate – Adult, Infant & Child
  (copy of the front/back of the card)
- Program Evaluation sheet signed by faculty advisor
- Complete CSU online exit survey at www.csuexitsurvey.org
  (print last page with confirmation number)

Level II Education Specialist
- Program Evaluation sheet signed by faculty advisor
- *Health requirement and valid CPR Certificate – Adult, Infant & Child
  (copy of the front/back of the card)
- *Computer Education requirement
- 2 years of Education Specialist experience verified by CL-41 EXP form
  signed by school district human resources/personnel
  *Copy of Clear Teaching Credential may clear Health, CPR & Computer
  requirements.

Autism Spectrum Disorder Added Authorization
- Valid Education Specialist Credential
- Program Evaluation sheet signed by faculty advisor

Early Childhood Special Education Added Authorization (ECSEAA)
- Valid Education Specialist Credential
- Program Evaluation sheet signed by faculty advisor

Preliminary Administrative Services
- Clear Teaching or Services credential
- 5 years teaching experience verified by CL-41 EXP form signed by
  school district human resources/personnel
- Employment as an Administrator verified by CL-777 form signed by
  school district human resources/personnel

Certificate of Eligibility: Administrative Services
(If you don't have an administrative position)
- Clear Teaching or Services Credential
- 5 years teaching experience verified by CL-41EXP form signed by
  school district human resources/personnel

Clear Administrative Services
- Clear Teaching or Services Credential
- 2 years administrative service verified by CL-41 EXP form signed by
  school district human resources/personnel

Clear Pupil Personnel Services: School Psychology or Counseling
- Program Evaluation sheet signed by faculty advisor

Preliminary Speech-Language Pathology Services
- Master's degree posted
- Official bachelor's degree bearing transcript, if CSSC is unable to
  access.

Reading Certificate
- 3 years teaching experience verified by CL-41 EXP form signed by
  school district human resources/personnel
- Program Evaluation sheet signed by faculty advisor

CSUEB CREDENTIAL APPLICATION
Please return completed application packet and credential processing fee to:
CSU East Bay / Credential Student Service Center
25800 Carlos Bee Blvd., AE 235 / Hayward, CA 94542-3075
Please type or write legibly. Please list name as it will appear on the credential document.

Name: _____
                     Last   First   Middle

Contact Phone: (_____) _____-_____   Other name in University records_____
                                                    (if different than above)

Net ID#: _____ Date of Birth: _____/_____/_____ Social Security: _____-_____-_____

Email Address: _____
If applicable, indicate: - (dash) or __ (underscore)--circle one.

PAYMENT REQUIRED WITHIN 90 DAYS OF RECOMMENDATION

For Teaching Credentials only, answer the following question(s) required for CTC reporting purposes:
Are you a native English speaker? _____Yes _____No   If not a native speaker, what is your primary language? _____

Please check the type of Credential and term you are applying for:

Types of Authorizations (required)

☐ Multiple Subject

☐ Single Subject

  Subject: _____

  Additional subjects:

  _____

  _____

      ☐ Check if by exam

☐ Multiple/Single Subject

  Added Authorization

  (methods courses taken at CSUEB only)

☐ Supplementary Authorization

    (based on degree)

  Subject(s): _____

    ☐ Introductory ☐ Specific

☐ Subject Matter Authorization

    (based on degree)

  Subject(s): _____

    ☐ Introductory ☐ Specific

Types of Authorizations, cont.

☐ Education Specialist

    ☐ M/M ☐ M/S

☐ Ed. Spec. Added Authorization

    ☐ Autism Spectrum Disorder

    ☐ ECSEAA

☐ Pupil Personnel Services

    ☐ School Psychology

    ☐ School Counseling

☐ Speech-Language Pathology
  Services

☐ Administrative Services

☐ Reading Certificate

Other Authorizations (if applicable)
Other document if not listed on this form: _____

Terms of Authorizations (required)

☐ Certificate of Eligibility

☐ Preliminary

☐ Clear

☐ Level II

☐ 2ⁿᵈ Recommendation Request

I authorize CSU East Bay to release information concerning my credential application to appropriate inquiring school districts and offices and to forward my credential application and supporting materials to the Commission on Teacher Credentialing for issuance of the credential I have requested.

Signature_____ Date_____

CREDENTIAL PROCESSING RECEIPT
CALIFORNIA STATE UNIVERSITY, EAST BAY
CREDENTIAL STUDENT SERVICE CENTER (510) 885-2272, AE 235

Please provide the same information on the top and bottom forms.

Name: _____ Date: _____

Address: _____

Telephone: _____ Net ID: _____

Type of Credential (s): _____

Amount attached: _____ ($25.00 for each credential application)
This fee is earned upon receipt and is non-refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

CREDENTIAL
Student Service Center

25800 Carlos Bee Boulevard, AE 235 Hayward, CA 94542
510.885.2272 ● 510.885.3250 (fax)
www.csueastbay.edu/cssc

California State University, East Bay
College of Education and Allied Studies

Graduate Contact Information

Please complete this Graduate Contact Information Form so that your credential or degree can be processed.

Program You Completed: _____

Credential: _____ MS Degree: _____ Program Completion Date: _____

Your Name: _____, _____
                                          Last   First
Has your name changed since you entered the program? ____ yes, ____no

If so, what was your previous name? _____

Home email address (please write clearly): _____

Phone number (home): _____ (cell) _____

Address: _____ _____
                                Street   Apt. #
_____ _____
                                City   Zip Code
Do you work in the same position you had before entering the program? ____ yes, ____ no

Place of employment: _____ Employer's name: _____

Address: _____Position: _____

Have you been offered a new position for which the CSUEB Program prepared you? ___ yes, ____ no

Place of employment: _____ Employer's name: _____

Address: _____Position: _____

The Commission on Teacher Credentialing requires us to collect information on our graduates. Please let us know if you change email or contact information or if your employment changes.

The Commission on Teacher Credentialing requires us to collect information on our program's impact on PreK-12th grade students. Do you give us permission to contact your employer? ____ yes, ____ no

Thank you very much for completing this form!