CALIFORNIA STATE UNIVERSITY, EAST BAY
ADMINISTRATIVE SERVICES
CREDENTIAL APPLICATION PROCESS

The Commission on Teacher Credentialing (CTC) has instituted a policy where 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 current credential fee is $57.00. 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 “C-19” verification letter for you to print. This is your official verification that you will be issued a credential, and you must present a copy of this letter to your County Office of Education. 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.

To begin the process, please submit the following materials as a complete packet either by mail or in person to the Credential Student Service Center, AE #235. Note: 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.

_____ Complete the CSU East Bay Credential Processing Application & On-Line Recommendation Request Form.

_____ CSU East Bay charges a processing fee of **$25.00** for each Credential application; this may be paid by personal check or money order. Please make payable to CSU East Bay. **We cannot accept cash.**

_____ You must provide a valid email address that will accept correspondence from CSU East Bay and the California Commission on Teacher Credentialing. Please be sure to write this address legibly and as used by your email provider – case sensitive!

_____ An **Administrative Services Credential** requires that the applicant hold a **valid** basic teaching or services credential. These credentials will only be issued for the length of time that the **basic** credential is **valid**. If your basic credential is now expiring or will expire within the year, you **must** renew the **basic** credential at this time. Please make sure that your department has a copy of your **current** pre-requisite credential and **CBEST**.

_____ **Administrative Services Internship, Preliminary or Certificate of Eligibility** requires a minimum of **three years** full-time teaching experience verified on form **CL-41** signed by school district personnel.

_____ **Administrative Services Preliminary** requires an offer of employment verified by submitting form **CL-777** signed by school district personnel.

_____ **Administrative Services Professional Clear** requires a minimum of two years public school administrative experience while holding a Preliminary Administrative Services Credential verified by form **CL-41** signed by school district personnel.

_____ All grades must be posted.

*Please keep this page for your records!*