Application Steps for All Credential Completers

OVERVIEW FOR ALL CREDENTIAL COMPLETERS AT CSU EAST BAY INCLUDING PRELIMINARY, CLEAR, or CERTIFICATE OF ELIGIBILITY
### Timeline for Completers

<table>
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<tr>
<th>Varies:</th>
<th>Submit your application in the <strong>last quarter</strong> of your program, typically in the <strong>last month</strong> of your enrollment.</th>
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<tbody>
<tr>
<td>Varies:</td>
<td>The <strong>effective date</strong> of your credential will be the last date of the quarter or the date when you met the final outstanding requirement, whichever is later.</td>
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<tr>
<td>Varies:</td>
<td>Grades must be posted and you must earn at least <strong>3.0</strong> in your credential program – see program handbook for specific grade requirements.</td>
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<tr>
<td>About 6 weeks:</td>
<td>The time between application submission and your receipt of a credential.</td>
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*The purpose of this table is to provide a clear and concise overview of the timeline for completers in a program.*
Step #1

Complete the:
- *CSU East Bay Credential Processing Application & On-Line Recommendation Request Form*
- *Credential Processing Receipt Form*

---Scroll down the page to your credential program

Or, pick up forms in person at:
Credential Student Service Center
25800 Carlos Bee Boulevard, Hayward, CA 94542
On the Hayward campus: Art & Education, Room 235
(510) 885-2272 credentials@csueastbay.edu
Step #2

Include $25.00 processing fee for each application.

We can accept only personal checks and money orders.

Make payable to CSU East Bay.
Step #3

Provide a valid email address in your application.

Please note: The Commission on Teacher Credentialing (the CTC) will **not** accept email addresses ending in aol or *juno*. 
Step #4

Your credential analyst verifies fulfillment of all application requirements, then passes your file forward for final review and recommendation to the CTC.

Analysts are assigned to credential candidates, according to candidates’ last names:

Vivian Rhone................................. A-G
Helen Mora..................................... H-N
Recia McCormick-Pearson............. O-Sg
Norma Williams................................ Sh-Z
Step #5

You will receive email notification from the Commission on Teacher Credentialing that you have been recommended for a credential.

The CTC will tell you in the email that you must complete the application process by completing their online application and paying fees.

You will be given a link to [www.ctc.ca.gov](http://www.ctc.ca.gov) to complete these tasks within 30 days.
The Commission on Teacher Credentialing will inform you by email that all fees have been paid and that you will receive a credential within 10 working days.

This CTC email serves as the “C-19 letter” and can be used as an official verification of your credential being issued.

Your credential information will appear on the CTC website within days of receipt of this email message.
Final Note for All Programs

The Commission will no longer print and mail Credentials; they will be available online to colleges, universities, employers and the document holder within 48 hours of issuance. At that time, a document may be printed from the Commission’s website. We suggest you print out a copy for your records.

This concludes the similarities across all programs. The following slides are additional info for specific programs.
Your analyst will review your file for all program requirements:

- Completion of professional preparation program with grades posted, and a passing status of the Teaching Performance Assessment (TPA).
- Verification of Basic Skills Requirement (e.g., CBEST), and Subject Matter Competence (e.g., CSET)—documents should be on file.
- Copy of the front/back of the Cardio-Pulmonary Resuscitation (CPR) card verifying training in adult, infant, and child.
- For Multiple Subject: a copy of the passing RICA score report; BCLAD candidates the completion of additional exam, coursework, and teaching placement.
Administrative Services only

Your analyst will review your file for completion of all program requirements.

For PRELIMINARY ADMINISTRATIVE SERVICES (TIER I)—all but last bullet should’ve been submitted for admissions:
- Completion of professional preparation program
  - Grades posted
- Verification of Basic Skills Requirement, e.g., CBEST
- Possession of a Valid California Teaching or Services Credential
- Three years full-time experience as confirmed by the Verification of Experience form
- Job offer as administrator as confirmed by Verification of Experience as Administrator form: http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf

CERTIFICATE OF ELIGIBILITY (CE)
- If all requirements above are met except for a job offer, a Certificate of Eligibility is applied for.
- A CE does not expire.
- Once the candidate receives a job offer, the Preliminary application is completed through the employer.

For PROFESSIONAL ADMINISTRATIVE SERVICES (TIER II)
- Completion of professional preparation program
  - Grades posted
- Possession of a Valid California Preliminary Administrative Services Credential
- Two years full-time experience under the Preliminary Administrative Services
Your analyst will review your file for completion of all program requirements.

For PRELIMINARY LEVEL I EDUCATION SPECIALIST INSTRUCTION CREDENTIAL
- Completion of professional preparation program
  - Grades posted
- Verification of Basic Skills Requirement, e.g., CBEST
- Verification of Negative Tuberculosis, Fingerprint Clearance
- Completion of the CSU Exit Survey

CERTIFICATE OF ELIGIBILITY (optional)
- If all requirements above are met except for a job offer, a Certificate of Eligibility is applied for.
- A CE does not expire.
- Once the candidate receives a job offer, the Preliminary application is completed through the employer.

For CLEAR LEVEL II EDUCATION SPECIALIST INSTRUCTION CREDENTIAL
- Completion of professional preparation program
  - Grades posted
- Possession of a Valid California Preliminary Level I Education Specialist Instruction Credential
- Two years full-time experience under the Preliminary Level I Education Specialist Instruction Credential
Your analyst will review your file for completion of all program requirements.

For PPS – School Counseling or School Psychology Specialization
- Completion of professional preparation program
  - Grades posted
- Verification of Basic Skills Requirement, e.g., CBEST
- Verification of Fingerprint Clearance
- Verification of Negative TB
- Completion of PPS Exit Survey – program requirement
Speech-Language Pathology Services only

Your analyst will review your file for completion of all program requirements.

Completion of professional preparation program
- Grades posted
- Verification of Basic Skills Requirement, e.g., CBEST
- Verification of Fingerprint Clearance
- Verification of Negative TB
- (Confirm receipt of final bachelors transcript – we will coordinate with the CSD coordinator, Marianna Wolff first)
Commencement Information

- Credential candidates are allowed to participate in University Commencement activities provided that they will finish all coursework by the end of the Spring Quarter.
- In order to be eligible to participate in Commencement activities, credential candidates must have completed all credential coursework by the end of the Spring Quarter in the year of the Commencement Ceremony. There is no application you need to submit to participate in the ceremony.
- You may have outstanding non-curricular requirements remaining.
- **CSSC sends out an email by early May to your Horizon e-mail to confirm your eligibility for Commencement. If you do not receive this e-mail by May 15th, contact our office right away.**