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 to the Department of Educational Psychology, A&E Room 369 approximately two weeks before the end of your program. 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. The Credential Student Service Center cannot accept application packets that are not complete.

_____ 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!

_____ Confirm the document for which you wish to apply. Your credential type is based on the program you completed: Mild/Moderate Specialist: Level I, Level II or Moderate/Severe Specialist: Level I, Level II. The following are the available options. Confirm your selection on the credential application.

_____ If you don’t have a job at this time, you may apply for a Certificate of Eligibility, a CTC-issued document which confirms that you’ve met all requirements for the Preliminary Level I Credential except the job offer. This Certificate of Eligibility does not expire and you may apply for the document through our office with the attached application.

_____ Education Specialist Level I typically has an offer of employment verified by submitting form CL-777 signed by school district human resources personnel, but not required. The Preliminary Level I Credential is valid for 5 years.

_____ Education Specialist Level II requires a minimum of two years of experience while holding Level I verified by submitting form CL-41 signed by school district human resources personnel.

_____ A current negative T.B. report should be on file with the Credential Student Service Center.

_____ Candidates must possess a non-expired teaching or services credential, children’s center or child development permit, emergency permits including the Emergency 30-Day Substitute.

_____ All grades must be posted.

_____ For Level I ONLY: Complete the California State University online exit survey by going to www.csunexitsurvey.org. Print the last page with your confirmation number on it and turn in with your application.

Please keep this page for your Records!