CALIFORNIA STATE UNIVERSITY, EAST BAY
READING & LANGUAGE ARTS SPECIALIST CREDENTIAL
AND READING CERTIFICATE 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 at CSU East Bay, please submit the following materials as a complete packet to the Department of Teacher Education, A&E Room 242 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. 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!

_____ Reading & Language Arts Specialist Credential and Reading Certificate require 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.

_____ Reading & Language Arts Specialist Credential and Reading Certificate requires a minimum of three years full-time teaching experience verified on form 41-EXP signed by school district personnel.

_____ Verification of program completion is required.

_____ All grades must be posted.

Please keep this page for your Records!