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](http://www.ctc.ca.gov).

To begin the process, please submit the following materials as a complete packet to the Credential Student Service Center A&E Bldg. Room 235 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 Commission on Teacher Credentialing. Please be sure to write this address legibly and as used by your email provider – case sensitive!
- If you do not already have an Emergency Credential or Certificate of Clearance you will need to complete the On-Line Request for Character & Identification Clearance Application and bring your completed 41-LS form (Live Scan).
- Completion of Pre-Service Requirement (Effective July 1, 2008)

These requirements must be complete (if you have already turned in these documents for admissions, do not resubmit):

- Bachelor’s Degree
- Current T.B.
- U.S. Constitution
- Copy of CBEST Score Report
- Subject Matter Competency
- District Contract or Offer of Employment
- Current Enrollment in Program
- Department Approval (Signed Request for Intern Status Form)
- TIPAC Form (For Interns in Alameda County Only)

Please keep this page for your records!