



INTERN CREDENTIAL APPLICATION FILING PROCESS

The Commission on Teacher Credentialing (CTC) has a policy whereby 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 credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>.

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 document for you to print. This is your official verification that you will be issued a credential, and 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.

The Process:

- **Submit the required materials as a complete packet either by email to csscdocuments@csueastbay.edu.** 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 intern credential. Be sure to make any photocopies prior to submitting your packet.
- **Credential Analysts will check documents, verify eligibility and recommend the credential.** Requests will be processed in the order in which they are received. It will take several weeks before your application is processed. If additional documentation is required, you will be notified via email or by phone.
- **Once CSSC has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process.** Usually within a day, you can expect a confirmation email from CTC that your application has been received. Provided there are no extenuating circumstances, CTC will send you an email confirming that the credential has been issued. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors. Note: You may also look up your application status directly at the CTC's website at: <http://www.ctc.ca.gov/credentials/online-services/default.html>.
- After your credential has been recommended, you must submit payment in a timely manner or CTC will cancel your recommendation. CSSC will require a new credential application and fee to complete another online recommendation (referred to as a second (2nd) recommendation).
- **Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.**
- **Please submit completed application packet, credential processing fee receipt, and supporting documentation in pdf format via email to csscdocuments@csueastbay.edu**

For your planning, record the date your application was submitted to CSSC: _____

Requirements for All Programs:

Submit the items below, if you have **not** already done so:

- Bachelor's degree
- Current enrollment in program
- District contract or offer of employment with start date
- Department approval (see program coordinator)
- Fingerprint Clearance - Printout from CTC (www.ctc.ca.gov) that shows All Documents held including the 'Document Number, Title, Issue Date, and Expiration Date'.
- Current negative T.B. test; test results are valid for 3 years
- Completed CSUEB Intern Credential Application
- Credential Processing Receipt of **\$25.00 for each credential document type.**
CashNet <https://commerce.cashnet.com/CRDNTL>
(be sure to save and attach a copy of your receipt with your application)
- Valid email address that accepts correspondence from CSU East Bay and the Commission on Teacher Credentialing

For Multiple Subject, Single Subject and Education Specialist

- *Verification of the Basic Skills Requirement (BSR), i.e., CBEST is a common way to meet the BSR
- *Subject Matter Competency
- U.S. Constitution

**2021-2022 will be required for preliminary teaching credential*

For Administrative Service, School Counseling and School Psychology

- *Verification of the Basic Skills Requirement (BSR), i.e., CBEST is a common way to meet the BSR

Change of Employment Restriction on Internship

- District contract or offer of employment
- Department approval
- Applicable application and fees

CSUEB Credential Student Service Center INTERN CREDENTIAL APPLICATION

Please submit completed application packet, credential processing fee receipt, and supporting documentation in pdf format via email to csscdocuments@csueastbay.edu

Name: _____
Last First Middle

Contact Phone: (____) _____ - _____ Other name in University records _____
(if different than above)

Net ID#: _____

Email Address: _____

If applicable, indicate: - (dash) or _ (underscore)--circle one.

PAYMENT REQUIRED TO CTC WITHIN 90 DAYS OF RECOMMENDATION

Please check the type of Credential and term you are applying for:

Types of Authorizations (required)

- Multiple Subject
- Single Subject
Subject: _____
 - Check if by exam (CSET)
- Education Specialist
 - M/M M/S
- Pupil Personnel Services:
School Counseling
- Pupil Personnel Services:
School Psychology
- Administrative Services

Terms of Authorizations (required)

- Internship

SPACE BELOW IS FOR OFFICE USE ONLY

- 2nd Recommendation Request

I authorize CSU East Bay to release information concerning my credential application to appropriate inquiring school districts and offices and to forward my credential application and supporting materials to the Commission on Teacher Credentialing for issuance of the credential I have requested.

Signature _____

Date _____

Please submit completed application packet, credential processing fee receipt, and supporting documentation in pdf format via email to csscdocuments@csueastbay.edu



VERIFICATION OF EMPLOYMENT FOR INTERNS

This form must be completed by district HR personnel. This form must accompany your application for your internship credential application.

Name of Applicant: _____ Last 4 SSN: _____
First Name Last Name

For Intern – beginning date of service (start date): _____

Employing District: _____ CDS Code: _____

Teaching Credentials:

Multiple Subject

Single Subject:

Art

Dance

English

Mathematics (foundational)

Mathematics (full)

Music

Physical Education

Science (foundational)

Science: Biology

Science: Chemistry

Science: Geoscience (Earth and Science)

Science: Physics

Social Science

Theatre

World Language: _____

Education Specialist Specialty Area:

Mild/Moderate Disabilities

Moderate/Severe Disabilities

Pupil Personnel Services:

School Counseling

School Psychology

Signature: _____

Name: _____ Title: _____

Email address: _____ Contact Phone Number: _____