



## Please Keep Pages 1-2 For Your Records!

### INTERN CREDENTIAL APPLICATION FILING PROCESS FOR PPS OR ADMINISTRATIVE SERVICES

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

#### The Process:

- **Submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center (CSSC) in AE 235.** 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. **Depending upon volume**, it may take several weeks before your application is processed. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. 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 (2<sup>nd</sup>) recommendation).
- **Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.**

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:

- Printout from CTC website that shows All Documents held including the 'Document Number, Title, Issue Date, and Expiration Date'. Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov), click on Search for an Educator, then Secured Search. Enter your SSN and Birth date to access your credentials held.
- Current negative T.B. test; test results are valid for 3 years for all programs
- Verification of the Basic Skills Requirement (BSR), i.e., CBEST is a common way to meet the BSR
- Completed CSUEB Credential Application
- Credential Processing Receipt form and **\$25.00 for each credential document type**. This may be paid by personal check or money order payable to CSU East Bay. **We cannot accept cash or credit card.**
- Valid email address that accepts correspondence from CSU East Bay and the Commission on Teacher Credentialing

## Internship

- Bachelor's degree
- Current enrollment in program
- District contract or offer of employment (*for PPS only*)
- [Verification of Employment as an Administrator \(CL-777\)](#) (*for admin only*)
- [Verification of 5 years of Teaching Experience \(CSUEB EXP\)](#) (*for admin only, if not previously submitted*)
- Department approval (see program coordinator)

## Change of Employment Restriction on Internship

- District contract or offer of employment (*for PPS only*)
- [Verification of Employment as an Administrator \(CL-777\)](#) (*for admin only*)
- Department approval
- Applicable application and fees.

# CSUEB INTERN CREDENTIAL APPLICATION

Please return completed application packet and credential processing fee to:  
CSU East Bay / Credential Student Service Center  
25800 Carlos Bee Blvd., AE 235 / Hayward, CA 94542-3075

Please type or write legibly. Please list name as it will appear on the credential document.

**FOR OFFICE USE ONLY**

Check# \_\_\_\_\_  
Amount: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Contact Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other name in University records \_\_\_\_\_  
(if different than above)

Net ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

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

## PAYMENT REQUIRED TO CTC WITHIN 90 DAYS OF RECOMMENDATION

**For Teaching Credentials only, answer the following question(s) required for CTC reporting purposes:**

Are you a native English speaker? \_\_\_\_\_ Yes \_\_\_\_\_ No If not a native speaker, what is your primary language? \_\_\_\_\_

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

Types of Authorizations (required)

- Pupil Personnel Services
  - School Psychology
  - School Counseling
  
- Administrative Services

Terms of Authorizations (required)

- Internship
  
- 2<sup>nd</sup> Recommendation Request

SPACE BELOW IS FOR OFFICE USE ONLY

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 \_\_\_\_\_

**CREDENTIAL PROCESSING RECEIPT  
CALIFORNIA STATE UNIVERSITY, EAST BAY  
CREDENTIAL STUDENT SERVICE CENTER (510) 885-2272, AE 235**

Please provide the same information on the top and bottom forms.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Net ID: \_\_\_\_\_

Type of Credential (s): \_\_\_\_\_

Amount attached: \_\_\_\_\_ (\$25.00 for each credential application)

This fee is earned upon receipt and is non-refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

----BELOW IS FOR OFFICE STAFF ONLY----

Date Logged: \_\_\_\_\_ Initials: \_\_\_\_\_ 2<sup>nd</sup> Recommendation Request: \_\_\_\_\_

DISTRIBUTION: Top-Credentials; Bottom-Cashiers

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