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March 2, 2011

CSSC focus

Our Mission

To provide accurate and responsive credential information to students and the education community through personalized and efficient services.

Tips for Candidates in the Credential Programs

Before applying...

Read the admissions handbook for the program you wish to apply to in order to familiarize yourself with the admissions document requirements and deadlines. Research that field, ask questions for clarification, and attend an orientation session (all of them are *free!*)

During the application period...

Prepare your admissions packet. Be sure to note which items are required for University Graduate Admissions Office and those which are due to the Department. These are

often separate processes with different deadlines. It's always a good idea to make a copy of the documents you submit so you can create your own personal credential file.

After admissions...

Be sure to review the admissions letter carefully. You will receive two admissions notices: one from the University and one from the Department. You must be admitted to both in order to begin the program. Make sure your MyCSUEB account is accurate and that you are checking your Horizon e-mail account!

During the program...

Attend all classes and turn in all work on time. In the last Quarter of your program, turn in your credential application packet. You can obtain all necessary forms on the CSSC website. All credential recommendations take place after the final grades have posted and after all requirements have been met. The issuance date of the credential document will be the last date of the Quarter or the date when all requirements have been met, whichever is later.



CSSC is on Facebook!

You can find admissions information, events, and other credential-related items online on our Facebook page! Search word: **CSUEBCredentials**

We hope you "Like" us: www.facebook.com/CSUEBCredentials

The image shows a form titled "MULTIPLE AND SINGLE SUBJECT CREDENTIAL PROCESSING APPLICATION & ONLINE RECOMMENDATION REQUEST". It includes fields for applicant information, subject selection, and a section for "Please check the type of Credential you are applying for:" with options for Single Subject, Preliminary, Clear, CLAD Emphasis, Authorization, and Internship. There are also checkboxes for Multiple Subject and Subject Matter Authorization.

How to File for the Credential (including Internships)

In addition to these two forms, if applicable, submit the supplemental documents (can be any or all of the following):

For interns (this is usually filed in the beginning of the program, if applicable):

- Offer of Employment or Job Contract
- Documentation of program approval for the internship

For administrators and education specialists, and reading specialists:

- CTC Verification of Experience Form
- CTC Verification of Employment Form

Once the documents are submitted to CSSC, a Credential Analyst will review the documents to verify eligibility for the credential. If there are any missing items, the Credential Analyst will contact the candidate. If all items are met, the Credential Analyst will process the credential recommendation online.

Once the recommendation has been completed, the candidate automatically receives an email "from" CTC that includes a link to the portion that must be completed by the candidate on the CTC website. This is also the point where the candidate must pay for the CTC credential document with a valid credit card online. The credential is usually issued within 5-10 working days and can be viewed on CTC's website within 48 hours of issuance.

CREDENTIAL FORMS AND DOCUMENTS ARE ONLINE:

<http://www20.csueastbay.edu/ceas/cssc/forms-and-docs/index.html>

Credential Analyst Alpha Breakdown for Credential Processing:

| | |
|--------|-------------------------|
| A – G | Vivian Rhone |
| H – N | Helen Mora |
| O – SG | Recia McCormick-Pearson |
| SH – Z | Norma Williams |

Other CSSC Staff:

MOUs, Student Teaching Agreements, Budget:
Marites Angeles

Admissions Coordinator:
Vacant

Director:
Laty Johnson

The recommendation for the credential document is made by the CSSC. In the final Quarter of the program, candidates should begin the process of filing for their credential.

The two forms required for all credential recommendations are as follows:

1. Credential Processing Receipt (and fee payment)
2. Credential Application



Credential Student Service Center

Office Information

Office Hours:
Noon to 5pm, Mon through Thurs
Closed Fri, Weekends, Observed Holidays

Physical Location:
Art and Education Building, Room 235

Shipping/Mailing Address:
Credential Student Service Center
California State University, East Bay
25800 Carlos Bee Blvd, AE 235
Hayward, CA 94542

Phone: (510) 885-2272
Fax: (510) 885-3250
Email: credentials@csueastbay.edu
Web: www.csueastbay.edu

“AT CAL STATE EAST BAY, ALL YOUR POSSIBILITIES COME INTO VIEW. AT CSSC, WE HELP YOU GET TO THEM.”