

**Credential Center**  
*Preliminary Teaching Credentials*  
*Education Specialist, Multiple and Single Subject*  
**Evaluation Request Form**



All CSULB credential candidates are required to open a file with the College of Education Credential Center, a Commission on Teacher Credentialing-approved program sponsor. To open your credential file and receive an initial credential evaluation, please complete all information requested below and return to the Credential Center, EED-42 with the necessary documents. You are responsible for notifying the Credential Center of any changes in your name, address, or email address.

\_\_\_\_\_  
 Social Security #                      Birthdate                      Student ID #                      Phone #

\_\_\_\_\_  
 Last Name                      First Name                      Middle Name                      Former Name(s)

\_\_\_\_\_  
 Address                      City                      State                      Zip Code

\_\_\_\_\_  
 Primary Email                      CSULB Email

- Gender:**                      **Ethnicity:**
- Female                       American Indian or Alaskan Native                       Hispanic or Latino                       Two or More  
 Male                       Asian                       Native Hawaiian or Other                      Races/Ethnicities  
    Black or African American                      Pacific Islander                       Decline to State  
    White

- Check the program you are completing:**
- ITEP MSCP                       Post-bac MSCP                       ESCP  
 ITEP UDCP                       Post-bac UDCP                       SSCP (specify subject area)  
 ITEP UTEACH                       Post-bac UTEACH

- Indicate authorizations, if applicable:**
- Education Specialist Area:     Mild/Moderate     Moderate/Severe  
 Bilingual Authorization (BILA):     Spanish     Asian (specify language) \_\_\_\_\_

- Indicate the semester(s) and year(s) you plan to enroll in student teaching:**
- Spring \_\_\_\_\_ (year)                       Fall \_\_\_\_\_ (year)

- Checklist:**
- TPAC Receipt – Teacher Preparation Advising Center (TPAC) receipt for submitting your student teaching application
  - \$25 Credential Evaluation fee – Cash (exact change), or check/money order/cashier's check payable to "CSULB" (fee is non-refundable)
  - Valid Certificate of Clearance or Emergency Permit – Printout from CTC website showing expiration date
  - Basic Skills – Proof of satisfying Basic Skills (CBEST scores or original documentation of CTC approved alternative)
  - Subject Matter Competence (provide one of the following):
    - Exam – Copy of official passing CSET scores
    - Program – Original verification letter if met at university other than CSULB
  - Valid CPR – Students that have not completed HSC 411, must provide a copy of CPR Certification (course must be hands-on classroom instruction and cover infant, child & adult CPR)
  - Bilingual Authorization – Copy of official passing CSET scores, if applicable
  - RICA – ESCP & MSCP students ONLY; copy of official passing scores, if passed

I understand I must provide all documentation required for evaluation and recommendation of the credential, and that receipt of a credential evaluation does not guarantee admission to student teaching. I understand the \$25 fee is valid while I remain enrolled in the above-mentioned credential program and in good standing. I authorize the Credential Center at CSULB to release information regarding the status of my credential to the school districts and/or county offices of education for the purposes of my employment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_