

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 follow these steps:**

**Step 1:** Pay \$25 [Credential Evaluation and Services fee](#) (fee is non-refundable)

**Step 2:** Gather the following required documents electronically. Please make sure to title each document clearly with your name, campus ID, and description (e.g. *LastName, FirstName\_CampusID\_Payment Receipt*).

- Credential Evaluation and Services fee payment receipt
- Valid Prerequisite Credential – CTC printout of your valid California credential showing issuance/expiration dates. Prerequisite credential is defined as the following: teaching credential (Education Specialist, Multiple or Single Subject), Speech-Language Pathology or Clinical Rehabilitative Services Credential with a Special Class Authorization, School Nurse Services Credential with a Special Teaching Authorization in Health, Visiting Faculty Permit, Children’s Center Permit (excluding emergency), or Child Development Permit (excluding Assistant and Associate Permit) that authorizes the holder to provide instruction to pupils.
- English Learner Authorization – verified by one of the following:
  - CTC printout of valid Language Development Specialist (LDS) Certificate, CLAD Certificate, teaching credential with an English Learner Authorization or CLAD Emphasis; or
  - Eligibility for a CLAD Certificate or Teaching Credential with an English Learner Authorization based on one of the following:
    - Passing scores on Subtests 1, 2 and 3 of the CTEL Examination; or
    - Possession of an out-of-state credential showing an English learner authorization; or
    - Possession of the National Board of Professional Teaching Standards certificate in Early and Middle Childhood or Early Adolescence through Young Adulthood English as a New Language
- Advisement Form signed by BILA advisor – Spanish BILA students only
- CSET LOTE Subtests III, IV, and/or V – copy of official passing scores, if applicable
- Note regarding Official Transcript(s) – if using equivalencies from an institution other than CSULB, you may be asked to submit an official transcript from that institution. You will not be asked to upload a transcript at this time, a credential analyst will contact you after reviewing your items and let you know if a transcript is needed.

**Step 3:** Complete the following form, as well as upload your documents: [BILA-Open a Credential Center File](#)

**What happens next?**

Within approximately 30 days of receipt of all needed documents and fee, a credential analyst will email you a credential evaluation. If you still have questions at that time, you may contact the Credential Center for additional information.

**Please Note:**

CSULB financial holds must be cleared prior to submitting your application.