

Attached is an evaluation of your credential requirements. Each item must be completed in order to be eligible for a credential recommendation by the Credential Center, a Commission on Teacher Credentialing-approved program sponsor.

Please note the items highlighted in yellow on your evaluation.

- Needs = requirement(s) that have not been completed/submitted to the Credential Center
- IP = work currently in progress

Your credential file will be updated each semester as requirements are met and/or submitted to our office.

It is your responsibility to provide any course equivalencies and supporting documentation to clear a requirement, including official transcripts from the institution where the course was taken.

### **Credential Application**

During the last semester of coursework, you will receive instructions on how to apply for the Specialist or Service credential. Be sure we have your current email address.

### **Questions?**

For questions regarding the attached evaluation or the requirements listed, contact the Credential Center at:

- Phone: (562) 985-4109
- Email: [ced-credentials@csulb.edu](mailto:ced-credentials@csulb.edu)
- Website: [www.csulb.edu/credential-center](http://www.csulb.edu/credential-center)

## Preliminary Administrative Services Credential Evaluation

	CSULB ID <input style="width: 80%;" type="text"/>
	Final Semester <input style="width: 80%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Program Admit Date <input style="width: 80%;" type="text"/>

<b>Valid California Clear Credential</b>	<b>Prof Prep Verified:</b> <input style="width: 80%;" type="text"/>	<b>BA Verified:</b> <input style="width: 80%;" type="text"/>
Document Title: <input style="width: 90%;" type="text"/>	Expiration Date: <input style="width: 80%;" type="text"/>	

<b>Basic Skills</b> Met by: <input style="width: 80%;" type="text"/> Date Passed: <input style="width: 80%;" type="text"/>	<b>English Learner Authorization</b> <i>(Education Specialist, Multiple Subject, Single Subject and Designated Subjects Teaching Credential holders only)</i> <input style="width: 80%;" type="text"/>
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**5 Years Experience**  
*Original verification of five years successful, full-time experience must be on the employer's letterhead, clearly state position held with dates of experience, and be signed by the superintendent, assistant superintendent, director of personnel, or director of human resources.*

Coursework	Units/Grade:		Units/Grade:
EDAD 621A	<input style="width: 80%;" type="text"/>	EDAD 651	<input style="width: 80%;" type="text"/>
EDAD 621B	<input style="width: 80%;" type="text"/>	EDAD 652	<input style="width: 80%;" type="text"/>
EDAD 621C	<input style="width: 80%;" type="text"/>	EDAD 655A	<input style="width: 80%;" type="text"/>
EDAD 621D	<input style="width: 80%;" type="text"/>	EDAD 655B	<input style="width: 80%;" type="text"/>
EDAD 623	<input style="width: 80%;" type="text"/>	EDAD 655C	<input style="width: 80%;" type="text"/>
EDAD 625	<input style="width: 80%;" type="text"/>	EDAD 680	<input style="width: 80%;" type="text"/>
EDAD 636	<input style="width: 80%;" type="text"/>		

<b>CalAPA</b> Submitted by program coordinator at the completion of your program	Date Passed: <input style="width: 80%;" type="text"/>
<b>Exit Portfolio</b> Submitted by program coordinator at the completion of your program	Date Received: <input style="width: 80%;" type="text"/>

**Notes:**  
**A Certificate of Eligibility will be issued unless you provide an offer of employment for an administrative position (form CL-777) from your employing agency.**

Evaluation Date: <input style="width: 80%;" type="text"/>	Date to Credential Candidate: <input style="width: 80%;" type="text"/>
Evaluated By: <input style="width: 80%;" type="text"/>	Date to Department: <input style="width: 80%;" type="text"/>