Credential Center
Evaluation Request
Adapted Physical Education Added Authorization

CALIFORNIA STATE UNIVERSITY
LONG BEACH
College of Education

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 Basic Teaching Credential – CTC printout of your valid prerequisite California teaching credential, showing authorizations and issuance/expiration dates. Prerequisite credential is defined as:
    o Single Subject: Physical Education;
    o Multiple Subject;
    o Special Education Specialist; or
    o Teaching credentials issued under prior statutes with comparable authorizations to the above listed credentials.

- APEAA Evaluation Clearance – When you have completed your program, you must submit an APEAA Evaluation Clearance signed by the program coordinator.

- 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:

Adapted PE-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.

California State University, Long Beach
College of Education
Credential Center, EED-42
1250 Bellflower Blvd.
Long Beach, CA 90840 - 2201

Phone: 562.985.4109
Email: ced-credentials@csulb.edu
Website: www.csulb.edu/credential-center
Hours: Mon-Fri 9:00am-5:00pm (closed Fri 12–1 pm)
Revised 1/21