

These instructions are to apply for the following advanced credential:

- Teacher Librarian Services

\*\*\*\*\*

Create an account online at [www.calstate.edu/apply](http://www.calstate.edu/apply)

# CAL STATE APPLY

Find your future at the California State University.  
With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey.  
Explore your options below, and start your application today.

[See Application Dates & Deadlines »](#)

Select a Term to Apply For

Choose the type of student you are to learn more about how to apply to the CSU:

Freshman      Transfer      Graduate      **International**      **Teaching Credential**

If you are an international applicant on an F1 or J1 visa, click here

If you are a domestic applicant, click here

# CAL STATE APPLY



## Teaching Credential

Do you want to teach kindergarten, elementary school, high school, or special education?  
Learn how to apply to earn your teaching credential through the CSU.

### CSU Schools of Education Teaching Credential Programs

Choose a campus to learn how to apply for the teaching credential you're interested in.

### Teacher and Educator Degrees & Credentials

The CSU's teacher preparation program awards 6,500 California teaching credentials each year. Learn how you can take the next step in your career.

[Explore Degree & Credential Programs »](#)

[Apply Now](#)

- [Apply Home](#)
- [Teaching Credential >](#)
- [Application Dates & Deadlines](#)
- [California Residency for Tuition](#)
- [Campus Preview & Open House](#)
- [Counselor Resources](#)
- [FAQ](#)
- [Student Services](#)

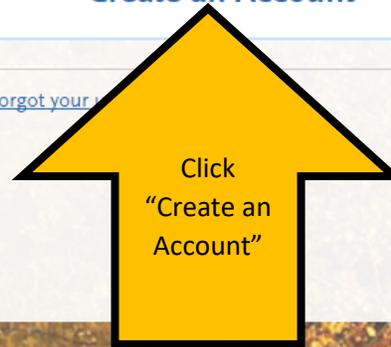
## Welcome to The California State University

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

**Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.**

Sign in with your username and password below. First time here? Select Create an Account to get started.

[Forgot your password?](#)



Once you have created your account, you will be asked to “Complete Your Profile” (Degree Goal, Military Status, etc.).

On the “Complete Your Profile” page, under “Degree Goal- What degree, credential or certificate are you applying for?” Select: Teaching Credential Only

## Complete Your Profile

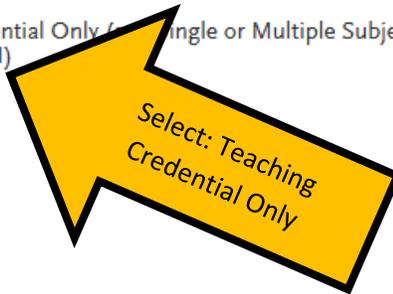
The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

\* Indicates required field.

### Degree Goal

\* What degree, credential or certificate are you applying for?

- First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)
- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching Credential Only (Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)
- Certificate



Please then select applicable responses for the remaining questions (Returning; US Military Status; International Applicant)

Once you save your profile, you will be directed to the next step: Select the Program to Which You Want to Apply

Filter options, Campus: CSU Long Beach

## Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

The screenshot shows a web interface for selecting application programs. At the top, there are sections for 'APPLICATIONS READY FOR SUBMISSION' and 'TOTAL FEE(S) \$0'. A button labeled 'I am Done, Review My Sections' is visible. Below this is a filter section with two dropdown menus: 'Campus' (set to 'CSU Long Beach') and 'Start Term' (set to 'Start Term'). There are also three toggle switches for 'Show Available Programs' (checked), 'Past Programs' (unchecked), and 'Future Programs' (unchecked). A 'Reset Filters' button is located to the right of these toggles. At the bottom, a table header is partially visible with columns for 'PROGRAM NAME', 'DEGREE TYPE', 'TERM', 'ACADEMIC YEAR', 'LOCATION', and 'DEADLINE (POD)'. Two yellow arrows with black outlines point to the 'Campus' and 'Start Term' dropdown menus, with the text 'Select CSU Long Beach' and 'Select the Start Term' respectively.

Please select “CSU Long Beach” as your campus.  
Please also select the appropriate start term.

After selecting CSU Long Beach and the start term, scroll down the page to select the one advanced credential program you are interested in applying for (you may only select one. They are listed in alphabetical order:

<input type="checkbox"/>	Single Subject Credential - Social Science	Credential	Spring	2020	Main Campus	11/01/2019
<input checked="" type="checkbox"/>	Teacher Librarian Services	Credential	Spring	2020	Main Campus	11/01/2019

Once you have made your program selection, Click “I am Done, Review My Selections”

## Select the Programs to Which You Want to Apply

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Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

APPLICATIONS READY FOR SUBMISSION  
1

Click “I am Done, Review My Selections”

I am Done, Review My Selections

Enter Invitation Code

Campus CSU Long Beach

Start Term Spring

Source Source

[Add More Programs](#)

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION  
0

Click “Continue to My Applications”

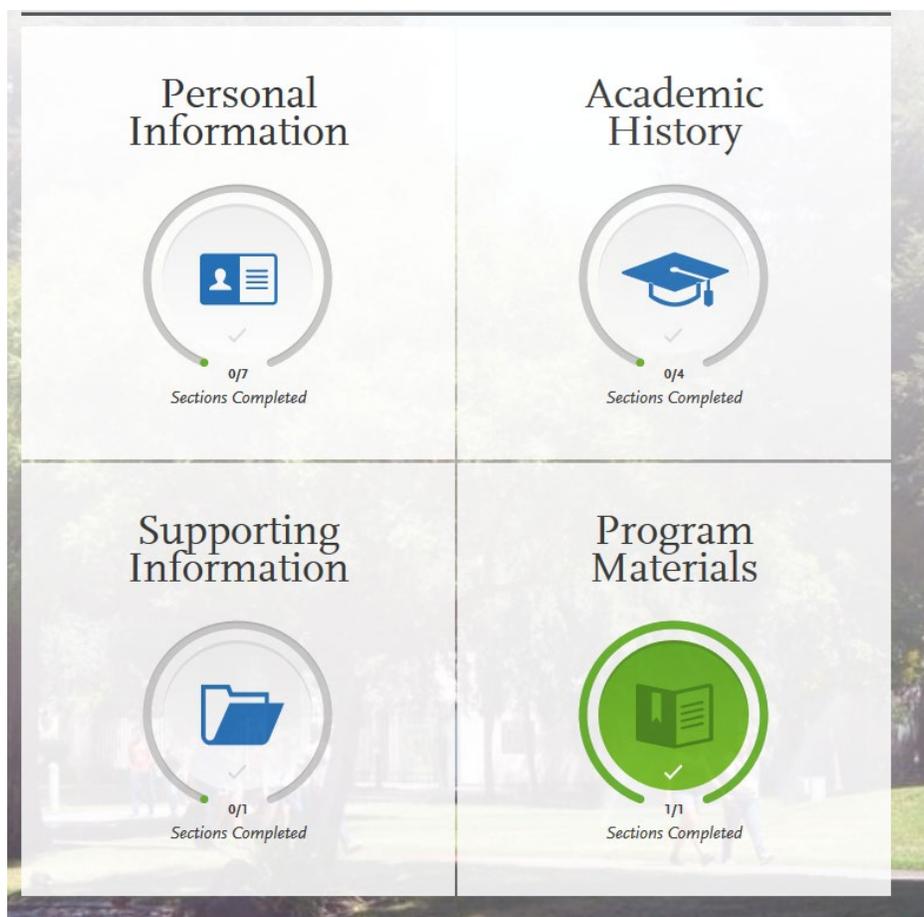
Continue To My Application >

Sort By Deadline

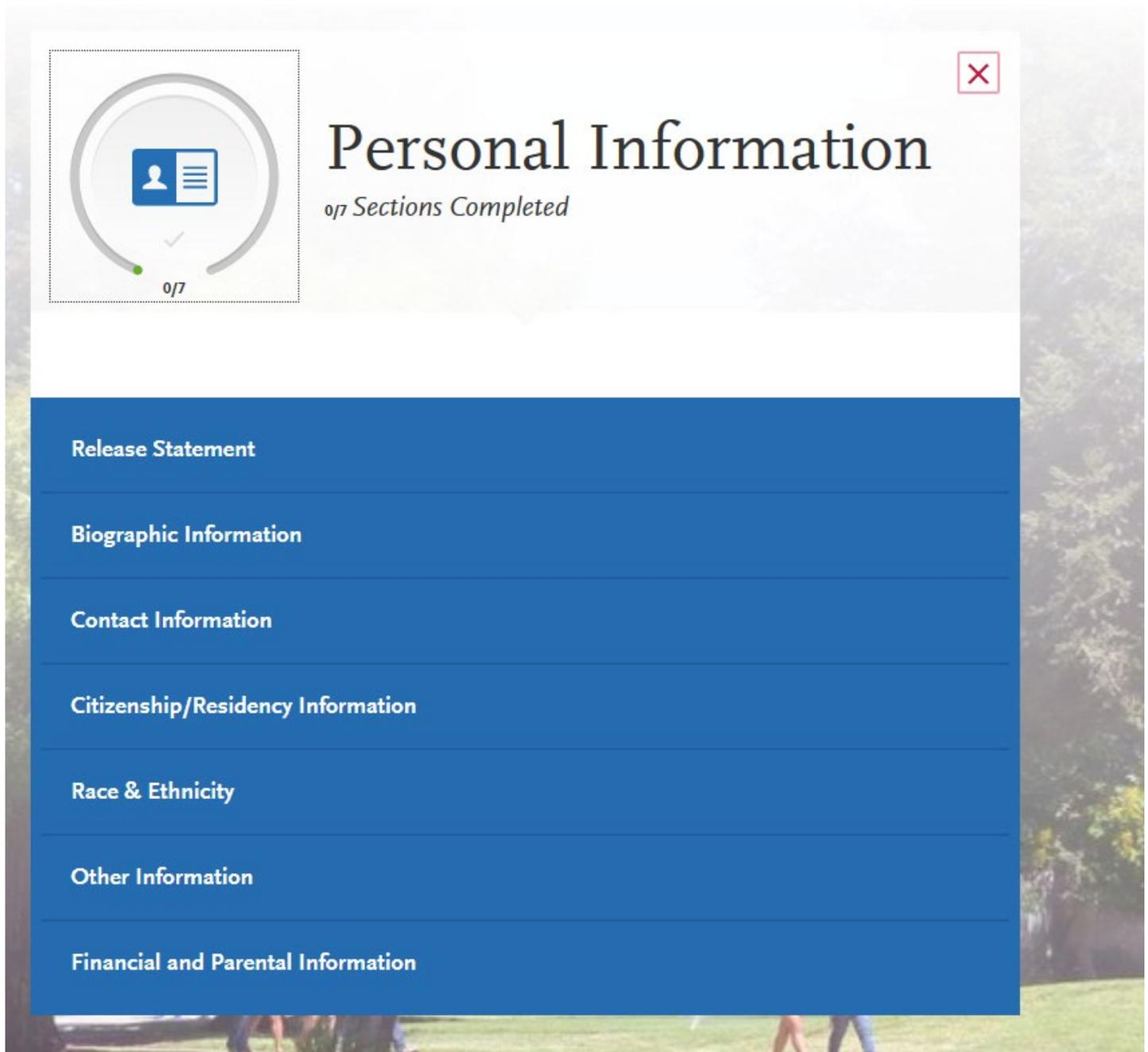
The new page will load your “My Application” dashboard, indicating which sections need to be completed: Personal Information, Academic History, and Supporting Information. Please note that the Program Materials section is shown in green with a green circle and indicates that you will not need to add anything in that section. The Program Materials are the [paper, program application packet](#) which you will submit to the Graduate Studies Office.

The other three sections are in blue and after you have added the necessary information, they will appear green.

Click on each section and complete the information requested.



## Personal Information Section:



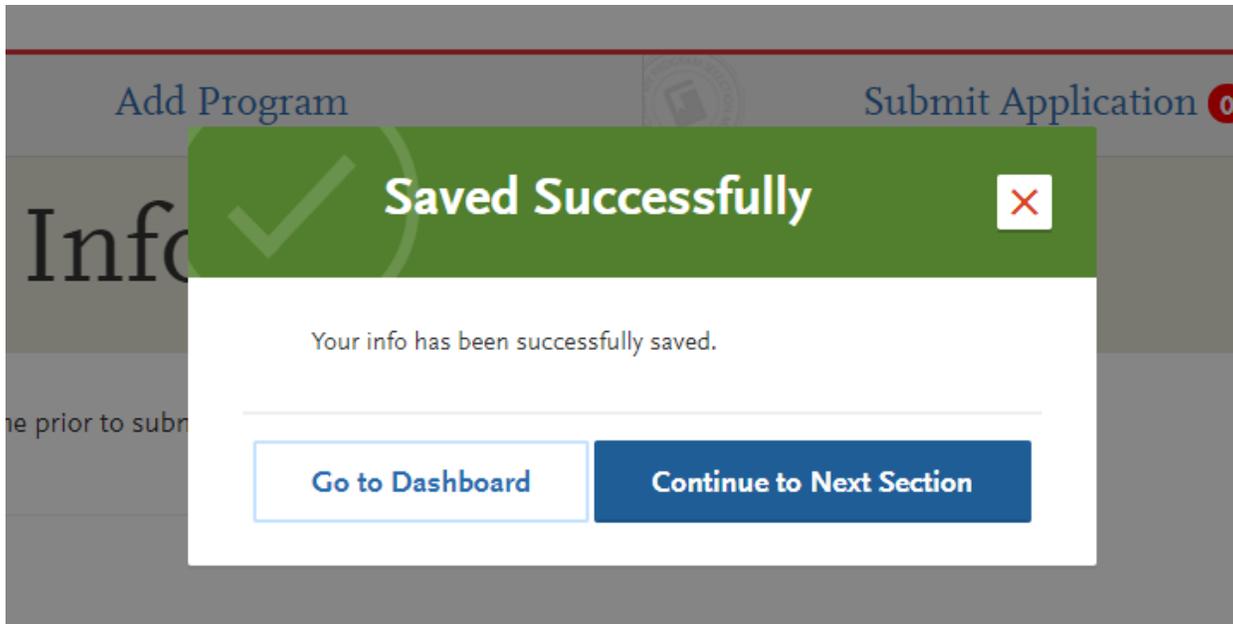


# Personal Information

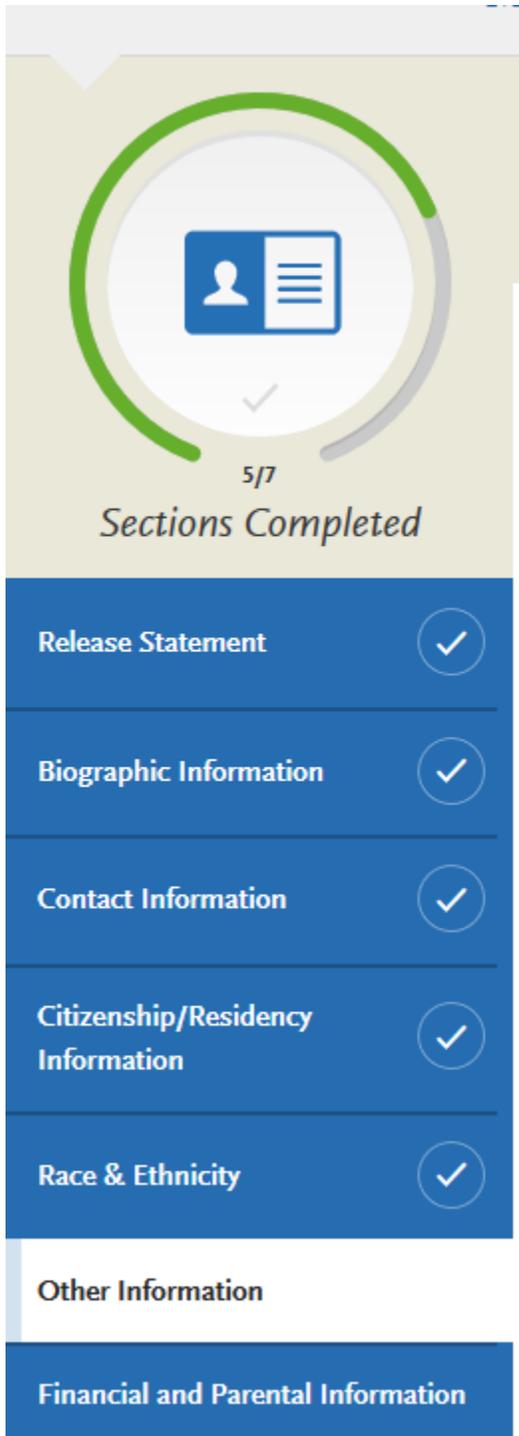
*0/7 Sections Completed*

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Financial and Parental Information

Note: As you complete each section, you will receive a pop-up letting you know you have completed a section and the information has been saved:



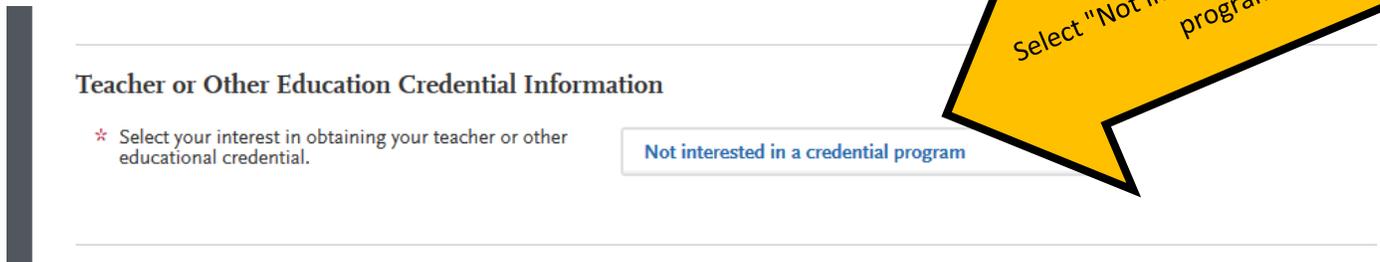
You will also be able to track the progress you have made completing the application on the left-hand side on the page:



The image shows a progress tracking interface. At the top, a circular progress indicator is partially filled with green, with a checkmark icon and the number '5/7' below it, and the text 'Sections Completed' underneath. Below this, a list of application sections is shown, each with a checkmark icon indicating completion. The sections are: Release Statement, Biographic Information, Contact Information, Citizenship/Residency Information, Race & Ethnicity, Other Information, and Financial and Parental Information.

Section	Status
Release Statement	Completed
Biographic Information	Completed
Contact Information	Completed
Citizenship/Residency Information	Completed
Race & Ethnicity	Completed
Other Information	Not Completed
Financial and Parental Information	Not Completed

In the “Other Information” section of the Personal Information, you will find the “Teacher or Other Educational Credential Information,”:



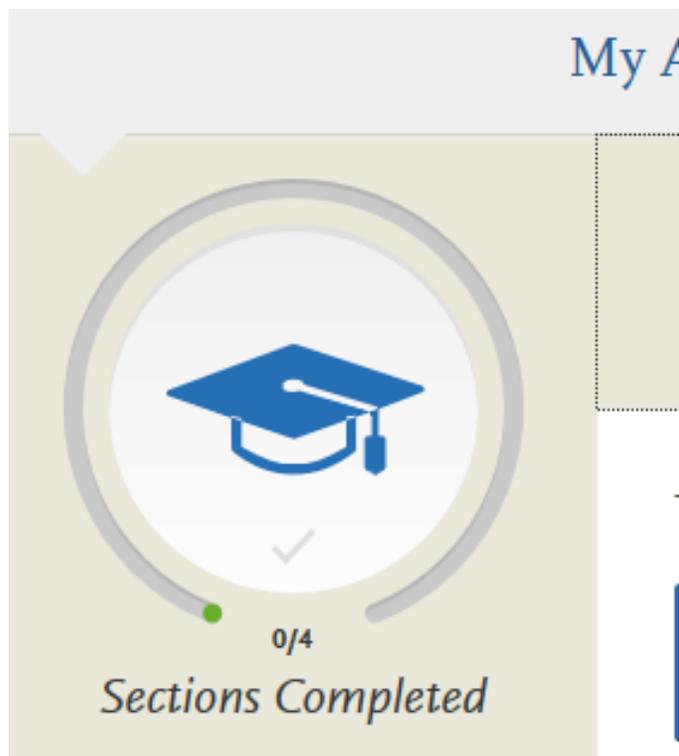
**Teacher or Other Education Credential Information**

\* Select your interest in obtaining your teacher or other educational credential.

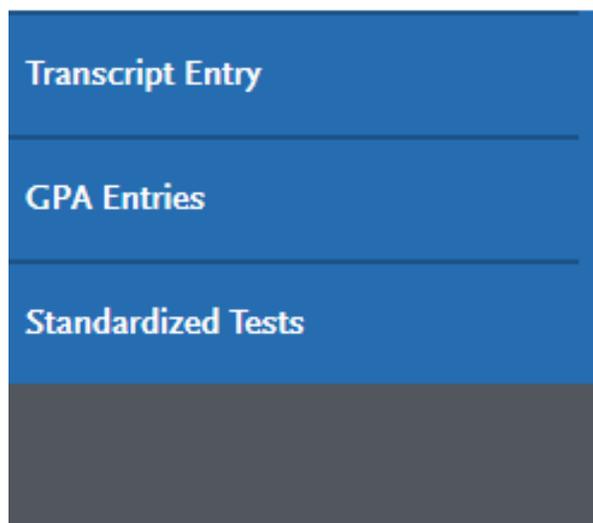
Not interested in a credential program

Select “Not interested in a credential program”. If you are applying to an advanced credential-only program, we will know that from your application.

Continue to fill out the Personal Information Section. Once you have finished the sections, you will be navigated to the “Academic History” Section:



#### Colleges Attended



On the Academic History section, there is an option for Transcript Entry. Click on “I am Not Adding Any College Transcripts.” Enrollment Services requires an official copy of all transcripts be sent to:

California State University, Long Beach  
Enrollment Services/Admissions  
1250 Bellflower Boulevard  
Long Beach, CA 90840-0106

The screenshot shows the 'Transcript Entry' page. On the left is a navigation sidebar with a progress indicator showing '1/4 Sections Completed' and a list of menu items: 'Colleges Attended' (checked), 'Transcript Entry' (highlighted), 'GPA Entries', and 'Standardized Tests'. The main content area has a title 'Transcript Entry' and several paragraphs of instructions. A yellow callout box with a black border and a large arrow points to the option 'I Am Not Adding Any College Transcripts' in the main content area. The text 'Click this option' is written inside the callout box.

## Transcript Entry

Enter course information exactly as it appears on your transcript from each individual institution. All courses must be included, even if you did poorly or later repeated the course.

After you enter transcript information for all colleges attended, you will be able to review your calculated GPA at the right side of the Transcript Entry screen. You may recalculate if you add additional courses after the initial calculation.

For details on entering repeated courses, academic renewal, Advanced Placement (AP), CLEP, or International Baccalaureate (IB) tests to satisfy general education requirements, review the [Transcript Entry Guide](#).

**First-time Freshman Applicants:** Report all college coursework while enrolled in high school. When all courses have been entered, return to the A-G Matching screen to match college courses to an A-G category.

**Lower-division, Upper-division and Associate Degree for Transfer Applicants:** Report all courses completed at all colleges attended.

**Returning Applicants:** If you are returning to the same CSU that you last attended and have not taken any college courses at another institution, select "I Am Not Adding Any College Transcripts." If you have taken courses at another institution, enter the coursework for that institution. If you are applying to an additional campus as a new applicant, you will need to enter all transcript information.

**Graduate and Credential Applicants:** Only enter courses that are in-progress or planned. Select "I am Not Adding Any College Transcripts" if you don't have in-progress or planned coursework.

**I Am Not Adding Any College Transcripts** ← Click this option

You will receive the following message when you select “I am not adding any college transcripts”:

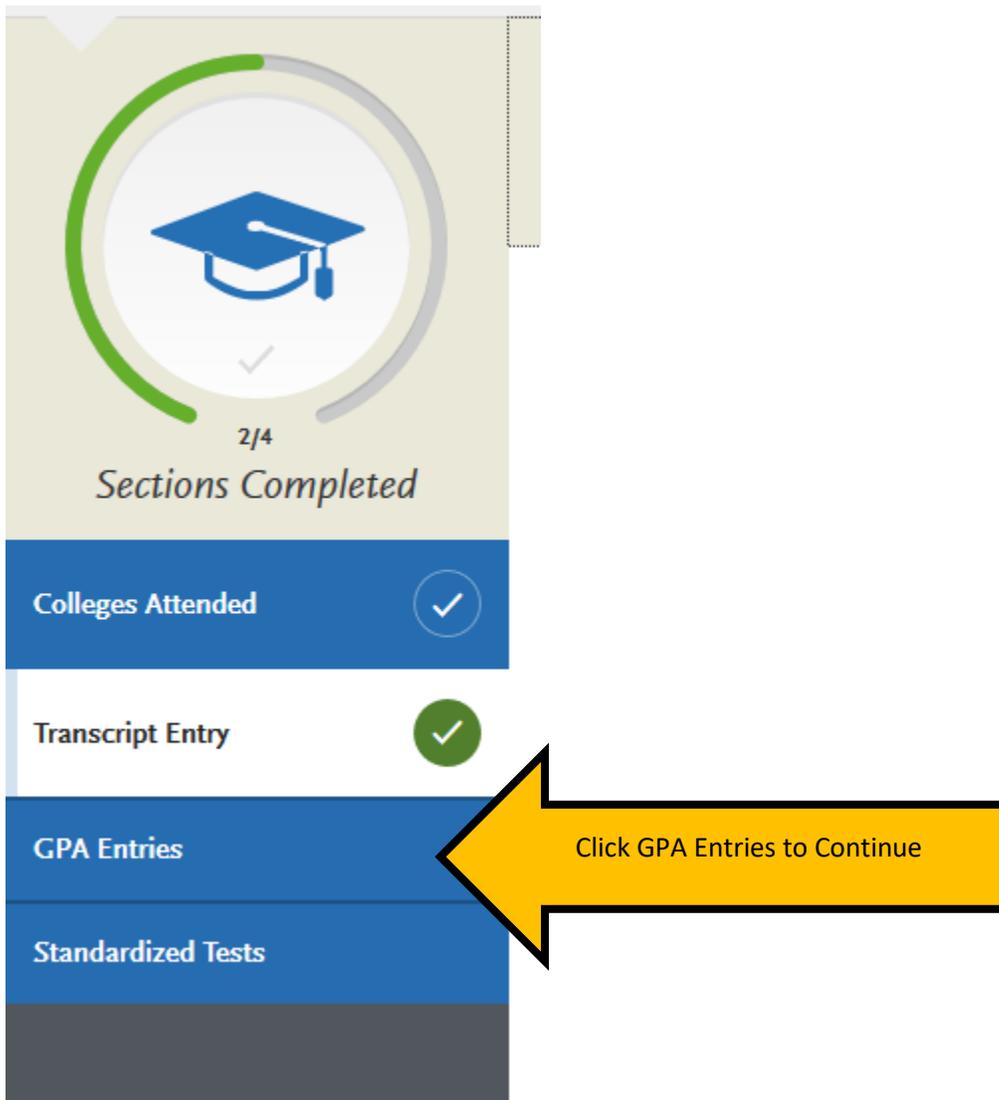
## Transcript Entry



**You opted not to add any college or university transcripts, so there will be no transcripts**

You can add college transcripts for colleges any time before submitting the application. Once the application is submitted, you will not be able to add any colleges and transcripts

Click on GPA Entries to continue through Academic's History section.



The image shows a vertical navigation menu for an 'Academic's History' section. At the top is a circular progress indicator with a blue graduation cap icon and a checkmark, labeled '2/4 Sections Completed'. Below this are five menu items: 'Colleges Attended' (with a checkmark icon), 'Transcript Entry' (with a green checkmark icon), 'GPA Entries' (highlighted in blue), 'Standardized Tests', and a dark grey bar at the bottom. A large yellow arrow with a black outline points from the right towards the 'GPA Entries' menu item. The text 'Click GPA Entries to Continue' is written inside the arrow's shaft.

# On the Standardized Tests section, click on “I Am Not Adding Any Standardized Tests”

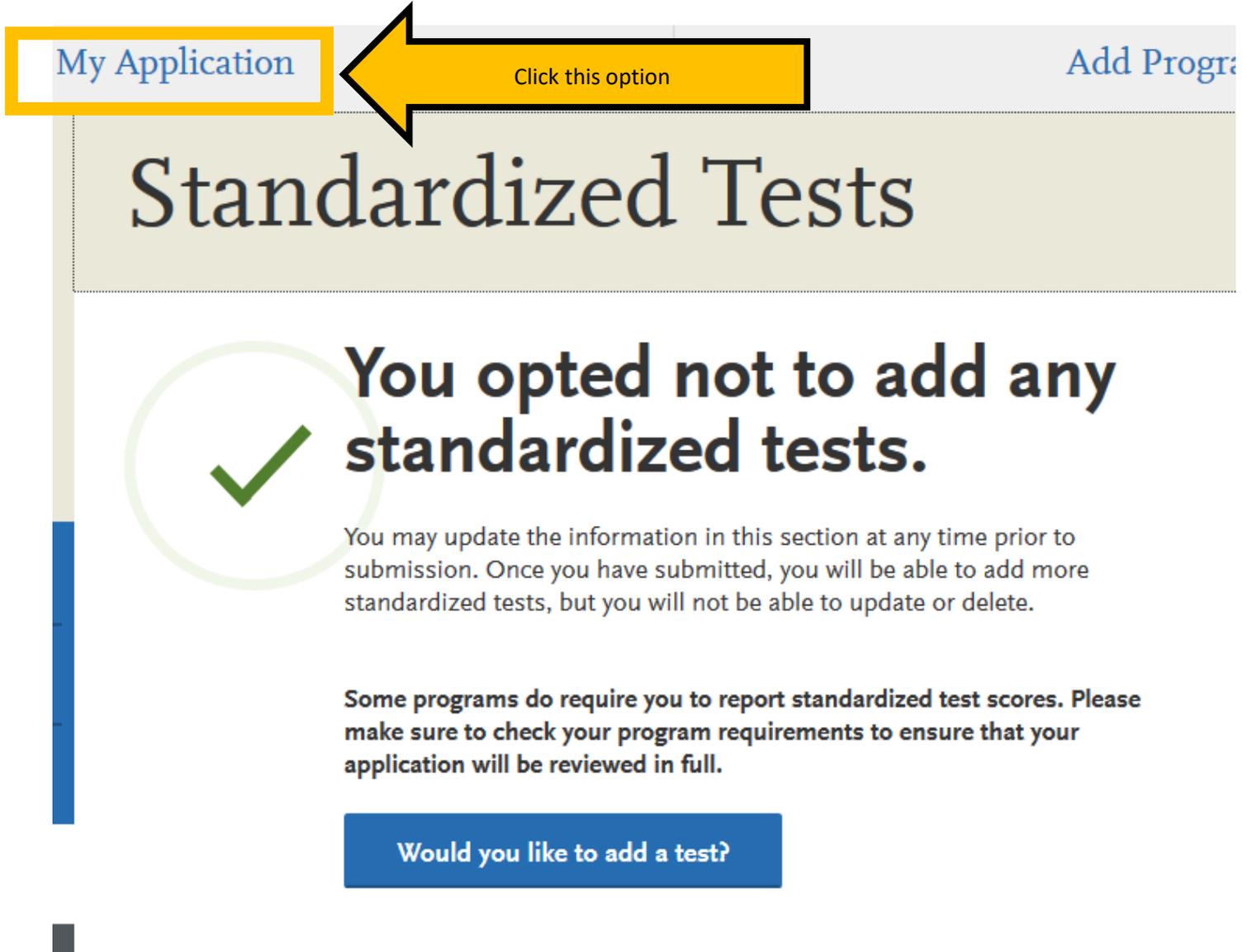
**Standardized Tests**

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan to take", but you will not be able to update or delete completed tests.

- **Freshman Applicants:** Please report your SAT and/or ACT results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Transfer Applicants:** If you have completed less than 60 transferrable units, please report your SAT and/or ACT results. If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Graduate Applicants:** Please report your GMAT or GRE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **International Applicants:** Please report your IELTS or PTE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"

**I Am Not Adding Any Standardized Tests** ← Click this option

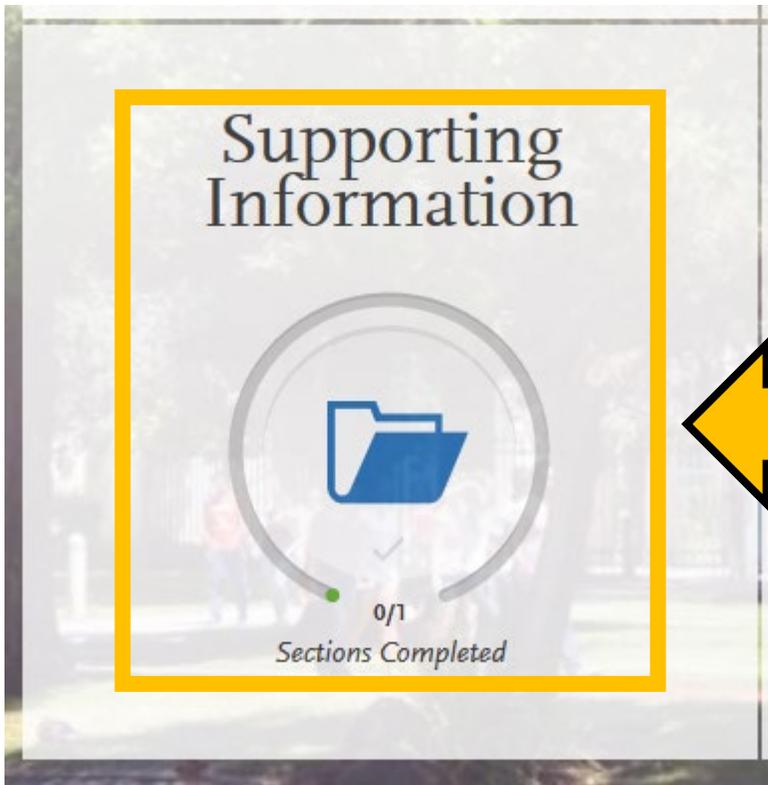
You will receive the following message when you select “I am not adding any standardized tests”:



The screenshot shows a web application interface. At the top left, there is a navigation menu with a link labeled "My Application" highlighted by a yellow box. A yellow arrow points from the text "Click this option" to this link. To the right of the navigation menu is a link labeled "Add Program". Below the navigation menu is a large heading "Standardized Tests". Underneath the heading is a green checkmark icon inside a circle. To the right of the checkmark is the text "You opted not to add any standardized tests." Below this text is a paragraph: "You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete." Below the paragraph is another paragraph: "Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full." At the bottom of the message is a blue button with the text "Would you like to add a test?".

To continue filling out the application, select the “My Application” link at the top of the page to return to the application menu.

Next, select “Supporting Information”



On the Experiences section under Supporting Information, click on “I Am Not Adding Any Experiences” as you will submit your experiences on the [paper, program application packet](#).

My Application

# Experiences

You may update the information in this section at any time prior to submitting Experiences, but you will not be able to update or delete completed Experiences of the application to determine if experiences are required for your program.

**List all applicable employment.** Include military service but omit summer and goal. Indicate your present employer, if now employed.

0/1  
Sections Completed

Experiences

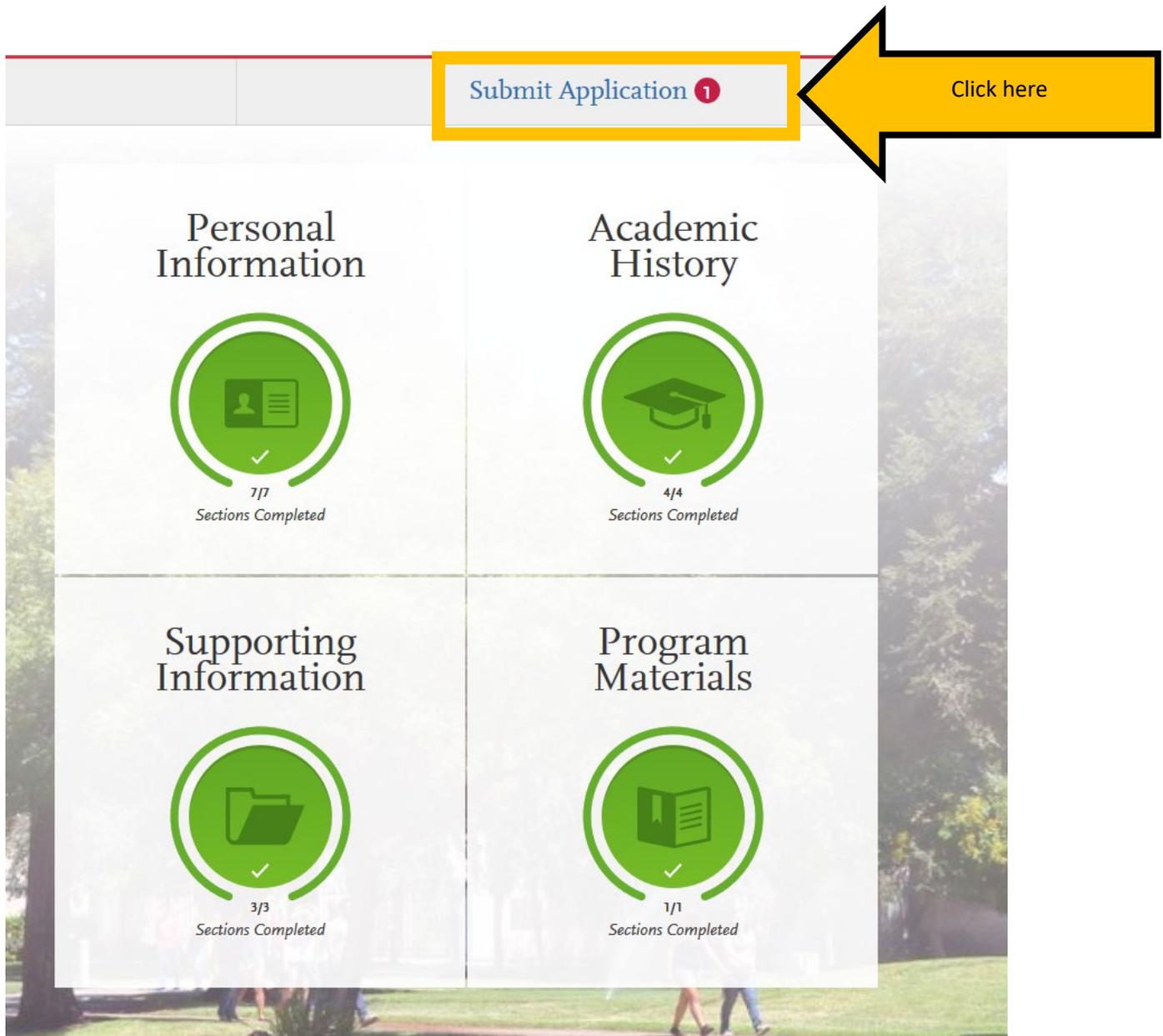
+ Add an Experience

I Am Not Adding Any Experiences

Click this option

Once you have completed all of the sections of the university application, you will see the 4 sections are now entirely in green and the “Submit Application” button is now available.

When you are ready, click “Submit Application” to navigate to the submit and payment page.



Review the information and confirm the progress bar is entirely green When you are ready to submit your university application, click “Submit.”

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

The screenshot shows a user interface for reviewing applications. At the top, it displays 'APPLICATIONS READY FOR SUBMISSION' as 0 and 'TOTAL FEE(S)' as \$55. Below this, there is a 'Sort By' dropdown menu set to 'Deadline'. The main content area features a card for 'Long Beach Credential' with 'Teacher Librarian Services' listed below it. To the right of the card, it shows 'Term: Spring' and 'Deadline 11/01/2019'. A green progress bar is shown at the bottom of the card, with a green checkmark at its end. A yellow arrow points from the right towards a 'Submit' button located below the progress bar.

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You will be recorded as an applicant to CSULB only after you pay the application fee and receive an email confirmation from Cal State Apply. For Spring 2020 admissions the application fee is \$55. For Fall 2020 admissions the application fee is \$70.