

## Credential Center

### Evaluation Request

### Pupil Personnel Services School Counseling Credential

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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, *prior to* student teaching, fieldwork, or their final semester.

**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
- Fingerprint Clearance – Certificate of Clearance, Emergency Permit, California Credential printout from CTC website showing authorizations and issuance/expiration dates
- Basic Skills Requirement – for additional information see our [General Requirements page](#). Please provide one of the following:
  - CBEST scores; or
  - Copy of CTC approved alternative-Please order original records. The Credential Center will notify you if we need to see the original. Please keep the original for your records.

**Step 3:** Complete the following form, as well as upload your documents:

[Sch Coun-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.

### Program Completion and Application:

Credential application information will be provided during your final semester.

### Please Note:

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