

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.
- Note regarding Official Transcript(s) – If using approved equivalencies from an institution other than CSULB, you may be 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.
- Note regarding Clinical Clock Hours – verification of completion of Clinical Clock Hours will be provided at the completion of the program by your coordinator.

Step 3: Complete the following form, as well as upload your documents: [SSW-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.