

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
- 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.
- Valid California Teaching Credential – printout from CTC website showing the following information:
 - Valid basic California teaching credential with issuance/expiration dates. Teaching credential may be one of the following:
 - A teaching credential requiring a bachelor’s degree and a program of professional preparation, including student teaching and proof of holding an English learner authorization; or
 - A clear, full-time Designated Subjects Teaching Credential, provided that the holder also possesses a bachelor’s or higher degree from a regionally-accredited college or university, has met the Basic Skills Requirement (CBEST or proof of CTC approved alternative) and proof of holding an English learner authorization
- 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.
- Candidates who already hold a Teacher Librarian Services Credential and are completing just the Digital Literacy-Special Class Authorization, must also provide a CTC printout of their Teacher Librarian Services Credential showing issuance/expiration dates.

Step 3: Complete the following form, as well as upload your documents: [Lib Srvcs-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:

Application information will be provided during your final semester. Upon completion of all program requirements and items listed on your credential evaluation, you will be eligible to apply for a Teacher Librarian Services Credential.

Please Note:

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