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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.

**To open your credential file and receive an initial credential evaluation, please submit the following items to the Credential Center, EED-42:**

- Credential Evaluation Request Form – page 2 of this handout
- \$25 Evaluation fee – payable by credit card at: <https://commerce.cashnet.com/csulbcedcredentials> (must provide copy of emailed receipt), cash (exact change), or check/money order/cashier's check payable to "CSULB" (fee is non-refundable)
- Valid Basic Teaching Credential – CTC printout of your valid prerequisite California teaching credential, showing authorizations and issuance/expiration dates.
- Official Transcripts – if using approved equivalencies from a college/university other than CSULB, you may be asked to submit official transcript from that college/university. A credential analyst will contact you if a transcript is needed.
- APEAA Evaluation Clearance – When you have completed your program, you must submit an APEAA Evaluation Clearance Form signed by the program coordinator.

**What happens next?**

Within approximately 30 days of receipt of all needed documents and fees, 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 or to set up an appointment.

**Please Note:**

- We cannot make copies for you. A photocopy machine is available for your use in the Library.
- CSULB financial holds must be cleared prior to submitting your application.

**Credential Center**  
*Evaluation Request*  
*Adapted Physical Education Added Authorization*



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Social Security #	Birthdate (MM/DD/YY)	Student ID #	Phone #
Last Name	First Name	Middle Name	Former Name(s)
Address	City	State	Zip Code
Primary Email	CSULB Email		

**Gender:**  Female  Male  
**Ethnicity:**  American Indian or Alaskan Native  Asian  Black or African American  Hispanic or Latino  Native Hawaiian or Other Pacific Islander  White  Two or More Races/Ethnicities  Decline to State

**Indicate the semester and year of program completion:**  
 Spring \_\_\_\_\_ (year)  Summer \_\_\_\_\_ (year)  Fall \_\_\_\_\_ (year)

- Items to submit:**
- \$25 – credit card receipt: <https://commerce.cashnet.com/csulbcdcredentials>, cash (exact change), or check/money order/cashier’s check payable to “CSULB” (fee is non-refundable)
  - Valid Basic Teaching Credential – printout from CTC website showing authorizations and expiration date
  - APEAA Evaluation Clearance Form – signed by the program coordinator
  - Official Transcripts – if using approved equivalencies from a college/university other than CSULB, you may be asked to submit official transcripts from that college/university. A credential analyst will contact you if a transcript is needed.

*I understand that I must provide all documentation required for evaluation and recommendation of the credential. I understand that the \$25 Credential Evaluation and Service Fee is valid while I remain enrolled in the above-mentioned credential program and in good standing. If I do not complete all requirements and apply for my credential before the published deadline date of my final semester, I may be subject to a new fee. I authorize the Credential Center at CSU, Long Beach to release information regarding the status of my credential to the school districts and/or county offices of education for the purposes of my employment.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_