

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/csulbcdcredentials> (must provide copy of emailed receipt), cash (exact change), or check/money order/cashier's check payable to "CSULB" (fee is non-refundable)
- Valid Prerequisite Credential - CTC printout of your valid California credential showing issuance/expiration dates. Prerequisite credential is defined as the following: teaching credential (Education Specialist, Multiple or Single Subject), Speech-Language Pathology or Clinical or Rehabilitative Services Credential with a Special Class Authorization, School Nurse Services Credential with a Special Teaching Authorization in Health, Visiting Faculty Permit, Children's Center Permit (excluding emergency), or Child Development Permit (excluding Assistant and Associate Permit) that authorizes the holder to provide instruction to pupils.
- English Learner Authorization – Verified by one of the following:
  - CTC printout of valid Language Development Specialist (LDS) Certificate, CLAD Certificate, teaching credential with an English Learner Authorization or CLAD Emphasis, or
  - Eligibility for a CLAD certificate or teaching credential with an English Learner Authorization based on one of the following:
    - Passing scores on Subtests 1, 2 and 3 of the CTEL Examination
    - Possession of an out-of-state credential showing an English learner authorization
    - Possession of the National Board of Professional Teaching Standards certificate in Early and Middle Childhood or Early Adolescence through Young Adulthood English as a New Language
- CSET LOTE Subtests III, IV, and/or V – copy of official passing scores, if applicable
- 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.

**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*  
*Bilingual Authorization*

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 complete all information requested below and return to the Credential Center, EED-42 with the necessary documents. You are responsible for notifying the Credential Center of any changes in your name, address, or email address.

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

**Language:**  
 Asian, please specify: \_\_\_\_\_  
 Spanish

**Semester / Year of anticipated 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 Prerequisite Credential – printout from CTC website (see page 1 for complete list of acceptable documents)
  - English Learner Authorization – printout from CTC website
  - CSET LOTE subtests III, IV, and/or V – copy of official passing scores, if applicable
  - 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 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** \_\_\_\_\_