

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 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
- Valid California Preliminary CTE Teaching Credential – CTC printout of your valid credential, showing authorizations and issuance/expiration dates.
- Verification of Experience – one year of successful teaching experience within the industry sector listed on your valid California Preliminary CTE Teaching Credential. Verification must be an original letter on employer’s letterhead, clearly stating position held with dates of experience, and signed by a Human resources representative.
- CPR Certification – CPR certification for infant, child and adult. Additional information and a list of approved CPR courses is listed on our [General Requirements page](#).

The following requirements must also be verified by the Credential Center and may already be on file. If the Credential Center is unable to verify these items, you may be asked to submit additional documentation.

- Successful Completion of CTED 403A
- Computer-based Technology – complete study in computer-based technology, including the uses of technology in educational settings
- Health Education – official transcript verifying completion of a course, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco.
- U.S. Constitution – course or examination covering the provisions and principles of the United State Constitution. Additional information is found on our [General Requirements page](#).
 - Course: official transcript if course was completed at an institution other than CSULB
 - Examination: copy of passing results on a CTC approved examination

Step 3: Complete the following form, as well as upload your documents: [Clear CTE-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 it is determined that you qualify, you will be directed to complete and return a Request for Recommendation form to the Credential Center.