

All CSULB credential candidates are required to open a file with the College of Education Credential Center, a Commission on Teacher Credentialing (CTC) approved program sponsor prior to being recommended for a credential.

To be recommended to the CTC for the Clear Career Technical Education Teaching Credential, 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 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 on employer's letterhead, clearly stating position held with dates of experience, and signed by a Human Resources representative.
- CTED 403A – copy of CSULB transcript with course grade
- CPR Certification – CPR certification for infant, child and adult (course must have a hands-on, classroom instruction component)
- CTC Application Form 41-4 – downloadable form at: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- \$100 Money Order – payable to "CTC"

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.

- 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 States Constitution. For additional information, go to www.ced.csulb.edu/credential-center/general-requirements
 - Course: official transcript if course was completed at a university other than CSULB
 - Examination: copy of passing results on a CTC approved examination

What happens next?

Within approximately 5 business days of receipt of all needed documents and fees, a Credential Analyst will email you a credential evaluation and if it is determined that you qualify, your application packet will be mailed to the CTC. Copies of your application and Verification of Recommendation (C-19) letter will be emailed to you.

Credential Center
Evaluation Request
Clear Designated Subjects Credential-Career Technical Education

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

Check the Industry Sector* of your valid Preliminary Career Technical Education Teaching Credential:

- | | |
|----------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Agriculture and Natural Resources | <input type="checkbox"/> Health Science and Medical Technology |
| <input type="checkbox"/> Arts, Media, and Entertainment | <input type="checkbox"/> Hospitality, Tourism, and Recreation |
| <input type="checkbox"/> Building and Construction Trades | <input type="checkbox"/> Information and Communication Technologies |
| <input type="checkbox"/> Business and Finance | <input type="checkbox"/> Manufacturing and Product Development |
| <input type="checkbox"/> Education, Child Development, and Family Services | <input type="checkbox"/> Marketing, Sales, and Service |
| <input type="checkbox"/> Energy, Environment, and Utilities | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Engineering and Architecture | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Fashion and Interior Design | |

*For a chart of specific subjects that fall within the authorized Industry Sectors, please see the CTC's leaflet (CL-888):
<http://www.ctc.ca.gov/credentials/leaflets/cl888.pdf>

I understand that I must provide all documentation required for evaluation and recommendation of the credential. 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** _____