
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)
- Basic Skills Requirement** – Proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
- Valid Clear Credential** – CTC printout of your valid prerequisite credential showing issuance/expiration dates and English learner authorization, if applicable. Prerequisite credential is defined as the following:
 - California clear or life 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
 - California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university and proof of holding an English learner authorization or
 - Clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent. English learner authorization not required.
- Verification of Experience** – Before being recommended for your Certificate/Credential, you must submit verification of completing five years of full-time experience. 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. If the letter was emailed to you, please also provide a printout of the email. For additional information, please see Terms and Definitions on CTC Leaflet CL-574C:
www.ctc.ca.gov/docs/default-source/leaflets/cl574c.pdf?sfvrsn=8aa3c37f_8

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.

Program Completion and Application:

Credential 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 **Certificate of Eligibility**. If you have an offer of employment for an administrative position, you will be eligible to apply for a Preliminary Administrative Services Credential. An original CL-777 must be on file at the Credential Center:
www.ctc.ca.gov/docs/default-source/leaflets/cl777.pdf?sfvrsn=93bed076_2

Please Note:

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

Credential Center
Evaluation Request
Preliminary Administrative Services Credential

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 Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White Two or More Races/Ethnicities Decline to State

Initial Teacher Preparation Program Completed at the following University: _____

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 Clear Credential – printout from CTC website (including English learner authorization, if applicable)
- Basic Skills – proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
- Verification of Experience – original letter on employer’s letterhead (if letter was emailed to you, please include a printout of the email)

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** _____