
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, *prior to* student teaching, fieldwork, or their final semester.

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 Teaching Credential – CTC printout of valid California Teaching Credential, showing all authorizations and issuance/expiration dates
- One Year of Teaching Experience – provide verification of successful, full-time teaching experience in area of valid California 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. If the letter is emailed to you, please also include the email.
- Two Years of Industry Sector Experience – submit written confirmation of qualifying experience, signed by past or present employer(s) on company letterhead that attests to and/or includes all of the following:
 - Employer’s name, address, and telephone number
 - The working relationship of the person signing the verification to the applicant
 - Beginning and ending dates of employment
 - Complete description of duties
 - A statement as to whether or not the employment was full-time (if employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

For additional information regarding specific subjects that fall within the authorized industry sectors and work experience requirements, please see CTC Leaflet [CL-888](#).

Step 3: Complete the following form, as well as upload your documents: [Prelim 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 for the Preliminary CTE Credential, you will be directed by the credential analyst to submit a Request for Recommendation form.

Once we receive your Request for Recommendation form, a credential analyst will email you information for enrolling in CTED 403A-Foundations of Career Technical Education. The analyst will also submit an online recommendation to the Commission on Teacher Credentialing (CTC). You will then receive an email from the CTC directing you to go online to complete the application and pay for your document. Please note, Preliminary CTE Teachers are required to complete CTED 403A within the first year of issuance of their Preliminary CTE Credential.