

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 open your credential file and be recommended to the CTC for the three-year Preliminary Career Technical Education Credential, please follow these steps.

Step 1: 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 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.
- 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 work experience requirements, please see CTC Leaflet CL-888: <http://www.ctc.ca.gov/credentials/leaflets/cl888.pdf>

Step 2: Within approximately 5 business days of receipt of required documents and fee, a credential analyst will email you a credential evaluation. If it is determined that you qualify for the CTE Credential, you will be directed by the credential analyst to submit the following items to the Credential Center, EED-42:

- CTC Application Form 41-4** – downloadable form at: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- \$100 Money Order** – payable to "CTC"

What happens next?

Within approximately 5 business days of receipt of required documents and fee, a credential analyst will mail your Credential Application to the CTC. Copies of your application and a Verification of Recommendation (C-19) letter will be emailed to you, as well as information for enrolling in CTED 403A-Foundations of Career Technical Education.

Please Note:

- Preliminary CTE Teachers are required to complete CTED 403A within the first year of issuance of their Preliminary CTE Credential.

Credential Center

Evaluation Request

Preliminary Designated Subjects Credential-Career Technical Education



CALIFORNIA STATE UNIVERSITY
LONG BEACH
College of 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:** **Ethnicity:**
- Female American Indian or Alaskan Native Hispanic or Latino Two or More Races/
 Male Asian Native Hawaiian or Other Pacific Islander Ethnicities
 Black or African American White Decline to State

Check the Industry Sector* you are requesting:

- | | |
|--|---|
| <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** _____

Office Use Only: _____

