

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)
- Valid California Teaching Credential – printout from CTC website showing the following information:
 - valid basic California teaching credential with issuance/expiration dates. Teaching credential may be one of the following:
 - a teaching credential requiring a bachelor's degree and a professional preparation program, including student teaching and proof of holding an English learner authorization; or
 - a clear, full-time Designated Subjects Teaching Credential, provided that the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university, has met the Basic Skills Requirement (CBEST scores or proof of CTC approved alternative) and proof of holding an English learner authorization
- Basic Skills Requirement – Proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
- Verification of Experience – you must submit verification of three years successful, full-time teaching experience in any grade or subject, preschool through adult exclusive of student teaching, intern teaching, or teaching while holding an emergency or teaching permit. Verification must be an original letter on employer's letterhead, clearly stating dates of position held, and signed by a Human Resources representative. If the letter was emailed to you, please also provide a printout of the email.
- Bachelor's Degree – you may be asked to submit a transcript showing conferral date. A credential analyst will contact you if a transcript is needed.
- Official Transcripts – if using approved equivalencies from a college/university other than CSULB, you may be asked to submit official transcripts from that college/university. A credential analyst will contact you if a transcript is needed.

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:

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 Reading and Literacy Added Authorization.

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
Reading and Literacy Added Authorization

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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

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/csulbcedcredentials>, cash (exact change), or check/money order/cashier’s check payable to “CSULB” (fee is non-refundable)
 - Valid California Teaching Credential – printout from CTC website
 - 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)
 - Bachelor’s Degree – a credential analyst will contact you if a transcript is needed.
 - Official Transcripts – if using approved equivalencies from a college/university other than CSULB, you may be asked to submit official transcripts from that college/university. A credential analyst will contact you if a transcript is needed.

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** _____