
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).
- Certificate of Clearance, Emergency Permit, or valid California Credential – CTC printout of your valid document, showing authorizations and issuance/expiration dates

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.

Please Note:

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

Credential Center
Evaluation Request
Pupil Personnel Services School Counseling 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
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White
 Two or More Races/
Ethnicities
 Decline to State

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 Certificate of Clearance or Valid Emergency Permit – printout from CTC website
 - Basic Skills – proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)

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** _____