

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)
- Fingerprint Clearance – Certificate of Clearance, Emergency Permit, or Valid California Credential printout from CTC website showing authorizations and issuance/expiration dates
- Basic Skills Requirement – Proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
- 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.

**Clinical Clock Hours** – Verification of completion of Clinical Clock Hours will be provided at the completion of the program by your coordinator.

**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 Social Work 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:**                      **Ethnicity:**
- Female                       American Indian or Alaskan Native                       Hispanic or Latino                       Two or More  
 Male                       Asian                       Native Hawaiian or Other Pacific Islander                      Races/ Ethnicities  
 Black or African American                       White                       Decline to State

- Program:**
- MSW  
 Post MSW

- 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)
  - 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** \_\_\_\_\_