

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)
- 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 program of professional preparation, 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
- 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 Teacher Library Services Credential.

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
Teacher Library Services Credential

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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: 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

Check the program you are completing:

- Teacher Library Services Credential with Digital Literacy – Special Class Authorization included
- Digital Literacy – Special Class Authorization
 - o Valid Library Credential Expiration Date: _____
 - o Valid Basic Credential Expiration Date: _____

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/csulbcdcredentials>, cash (exact change), or check/money order/cashier’s check payable to “CSULB” (fee is non-refundable)
- Basic Skills – proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
- Valid California Teaching Credential – printout from CTC website
- 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** _____