

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid e-mail address and a credit or debit card for payment.

Complete Mandated Reporter Training at: (<http://www.mandatedreporterca.com/training/educators.htm>)

Complete Exit Survey Verification at: ([csuexitsurvey.org](http://csuexitsurvey.org))

- Complete the attached Credential Request Form and bring to your Exit Appointment.
- Bring all required items specified for type of credential to your Exit Appointment.

### Multiple Subject:

- RICA Passage Confirmation
- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification ([csuexitsurvey.org](http://csuexitsurvey.org))
- PACT Scores
- Mandated Reporter Training confirmation
- Credential Request Form

### Single Subject:

- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification ([csuexitsurvey.org](http://csuexitsurvey.org))
- PACT Scores
- Mandated Reporter Training confirmation
- Credential Request Form

### Education Specialist:

- RICA Passage confirmation
- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification ([csuexitsurvey.org](http://csuexitsurvey.org))
- Mandated Reporter Training confirmation
- Credential Request Form

### Intern:

- Signed "Intern Authorization for Employment Form"
- Credential Request Form
- Mandated Reporter Training confirmation
- Signed Employment Contract from your employing district
- Credential Request Form

**The Credential Analyst will verify information, confirm eligibility and recommend for the credential**  
**This process will not take place until final grades are posted**

Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. *(If additional documentation is required you will be informed via email)*

- **You will receive notification of recommendation from the CCTC via e-mail. Follow e-mail instructions, and submit payment. Once payment is submitted you will receive notice of receipt. Within 10 business days after payment, you will receive confirmation that your credential has been issued (providing there are no other circumstances), followed by an email notice of granting. All notices will be sent via e-mail by CCTC.**



Credential Request Form

Credential Services • Madera Hall 2900 • One University Drive • Camarillo, CA 93012 • (805) 437-8953 • credential.assistant@csuci.edu

Student ID#: \_\_\_\_\_ Completed Program Term: \_\_\_\_\_ Date Received: \_\_\_\_\_

PERSONAL INFORMATION:

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Last Name First Name Middle Name

Address: \_\_\_\_\_ Street Address City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

TYPE OF CREDENTIAL:

Multiple Subject Preliminary Program

Education Specialist Preliminary Program

Bilingual Authorization Preliminary Program

Intern Program

Single Subject Preliminary Program Intern Program

Added Authorization Field Subject Area:

Subject: \_\_\_\_\_

Subject: \_\_\_\_\_

APPLICANT SIGNATURE:

I certify that I have read and understand that in order to receive my credential, I must follow the instructions that will be provided to me by email. I understand that if I do not respond to the Credential Recommendation email instructions within 30 days, I will need to contact the Credential Services Office and request a re-submission of my data to the CCTC system.

Signature

Date

FOR OFFICE USE ONLY

Exit Meeting Evaluation and Verification of Credential Program Requirements:

- Mandated Reporting Certification
Exit Survey Verification
RICA (if applicable)
PACT (if applicable)
CPR Verification
COC Verification
TB Test (Negative Results)
Basic Skills (CBEST)
Subject Matter (CSET)
US Constitution
Valid TB Test
Spanish CSETs (if applicable)
III IV V

**FOR OFFICE USE ONLY**

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**Recommendation:** \_\_\_\_\_

**Term Completed:** \_\_\_\_\_

**Online submission Date:** \_\_\_\_\_

**Date Credential Granted:** \_\_\_\_\_

**Credential Type:** \_\_\_\_\_

**Credential Analyst:** \_\_\_\_\_

**Credential Portal Entry Date:** \_\_\_\_\_

**PeopleSoft Entry Date:** \_\_\_\_\_

**Comments:**

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