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 your Mandated Reporter Training at: [http://www.mandatedreporterca./training/educators.htm](http://www.mandatedreporterca./training/educators.htm)
- Complete the attached Credential Request Form and bring to your Exit Appointment.
- Bring all necessary 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)
- PACT Scores
- Mandated Reporter Training confirmation
- Credential Request Form

### Single Subject
- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification (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)
- PACT Scores
- Mandated Reporter Training confirmation
- Credential Request Form

### Administrative Services Level I
- Verification of 5 years teaching experience *(Form CL-41 EXP)*
- Verification of Employment as an Administrator *(Form CL-777)*
- Mandated Reporter Training confirmation
- Credential Request Form
- *(Certificate of Eligibility does not require form CL-777.1)*

### Intern
- Signed Intern Authorization for Employment Form
- Credential Request Form
- Mandated Reporter Training confirmation

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 extenuating circumstance), followed by a notice of granting. All notices will be sent via e-mail by CCTC.
Credential Request Form

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
  Intern
  Supplementary
  Subject Matter Authorization: ________________________

Educational Specialist
  Preliminary
  Intern

Bilingual Authorization
  Added Authorization
  Added Authorization Only

Single Subject
  Preliminary ____________________________
  Intern ____________________________
  Added Authorized Field (Subject):
       ____________________________ Subject

Administrative Services
  Certificate of Eligibility
  Preliminary Level I

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 email within 30 days, I will need to contact Credential Services and request a re-submission of my data to the CCTC system.

_________________________________________ __________________________
Signature Date
Date Received: __________________

Evaluation:

- Mandated Reporting Certification
- Basic Skills
- Subject Matter
- RICA (if applicable)
- PACT (if applicable)
- Spanish CSETs (if applicable)
- CPR Verification (if applicable)
- COC Verification (if applicable)
- US Constitution
- Degree
  - CI
  - Other
- Exit Survey Verification (if applicable)
- Verification of Employment as an Administrator (CL-777) (if applicable)
- Verification of Experience (CL-41 EXP) (if applicable)

Recommendation:

Online submission Date: __________________ Credential Type: ________________________________

Issuance Date: _______________ Completed Program Term: ________________________________

Credential Portal Entry Date: _______________ PeopleSoft Entry Date: ________________________

Date Granted: _______________ Credential Analyst: ________________________________

Comments: ______________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

__________________________________________

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