

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) Code: 3292

- **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)
- 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)
- Mandated Reporter Training confirmation
- Credential Request Form

Intern:

- Signed “Intern Authorization for Employment 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) _____
- PR Verification _____
- OC Verification _____
- B Test (Negative Results) _____
- C _____
- Basic Skills (CBEST) _____

- Subject Matter (CSET) _____
- S Constitution _____

- S Valid TB Test _____
- U Spanish CSETs (if applicable)
III _____ IV _____ V _____

FOR OFFICE USE ONLY

Recommendation:

Term Completed: _____

Online submission Date: _____

Date Credential Granted: _____

Credential Type: _____

Credential Analyst: _____

Credential Portal Entry Date: _____

PeopleSoft Entry Date: _____

Comments:
