Certificate of Eligibility/Preliminary Administrative Services Credential Request Process

Upon completion of all program requirements, you will be eligible to apply for a Certificate of Eligibility/Preliminary Administrative Services Credential which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.

The Certificate of Eligibility has no expiration date. Once securing an offer of employment, the holder of a Certificate of Eligibility may apply for the preliminary credential by submitting an application (form 41-4), a Verification of Employment Form (CL-777), and current processing fee to the Commission office.

If you have an offer of employment for an administrative position, you will be eligible to apply for a Preliminary Administrative Services Credential. An original CL-777 must be submitted with your request.

In order to request a certificate of eligibility or Preliminary Administrative Services Credential, you will submit all required documentation through the online Certificate of Eligibility/Preliminary Administrative Services Credential Request Form.   Once you have submitted a request, a Credential Counselor will be notified that you are ready for an evaluation.

Should you have any trouble with the online submission, please contact Nitzia Castaniero, Graduate Programs Counselor at: nitzia.castaniero@csuci.edu for assistance.

Requests will be processed in the order received. Depending upon volume, it may take several weeks to approximately a month before your request is processed.

To submit your request for evaluation, please follow these steps:

Gather the following required documents electronically. Please make sure to title each document clearly with your name, campus ID, and description (e.g. LastName_FirstName _CBEST).

- **Basic Skills Requirement** (see CTC leaflet CL-667 for additional information)- Please provide one of the following:
    - CBEST scores; or
    - Copy of CTC approved alternative. Please keep the original for your records. Our office will notify you if we need to see the original.
- **Valid Clear Credential**- CTC documentation of your valid prerequisite credential showing issuance/expiration dates and English learner authorization, if applicable. Prerequisite credential is defined as the following:
    - California clear or life 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

- o California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university and proof of holding an English learner authorization; or
  - o Clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech- Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent. English learner authorization not required.
- **Cal APA passing score reports**
- **Verification of Experience** – Before being recommended for your certificate of eligibility, you must submit verification of completing five years of full-time experience. *Verification must be an original letter on employer's letterhead, clearly stating position held with dates of experience, and signed by a Human Resources representative. If the letter was emailed to you, please also provide the email.* For additional information, please see Terms and Definitions on CTC Leaflet CL-574C.

If additional documentation is required, you will be informed via email.

A Credential Counselor will verify documentation, confirm eligibility, and recommend for the Certificate of Eligibility/Preliminary Administrative Services Credential. This process **will not** take place until final grades are posted, and all program requirements have been completed and evaluated by Graduate Program Chair or Program Coordinator.

Once your recommendation has been processed by a Credential Counselor, you will receive notification from CTC via e-mail to complete your application and to pay your fee. Follow e-mail instructions and submit payment. Once payment is submitted, you will receive notice of receipt.

Typically, within 14 business days after payment, you will receive confirmation that your document has been issued (providing there are no extenuating circumstances), followed by a notice of granting. All notices will take place via e-mail by CTC.