

## CREDENTIAL REQUEST FORM CHECKLIST

### ALL APPLICANTS MUST SUBMIT:

- Credential Request Form (attached)
- Official CSUDH transcript - to request official transcript go to:  
<http://www4.csudh.edu/admissions-records/records/request-transcript/>
- \$50.00 NON-REFUNDABLE processing fee; check or money order payable to CSUDH (Interns excluded)

IN ADDITION TO SUBMITTING THE DOCUMENTS ABOVE, PLEASE SUBMIT THE FOLLOWING IF YOU ARE APPLYING FOR:

### INTERNSHIP CREDENTIAL

- ✓ University Internship Credential packets are available in the COE Student Services center lobby  
(Information & forms are included in packets)

### PRELIMINARY MULTIPLE & SINGLE SUBJECT TEACHING CREDENTIAL

- ✓ Subject Matter Competence = CSET exams or Equivalency Letter for Single Subject programs
- ✓ Reading Instruction Competence Assessment (RICA) *Multiple Subject or Education Specialist candidates only*
- ✓ Bilingual Cross- Cultural Language Academic Development (BCLAD) oral, written, CSET examination, cultural exam or letter verifying completion of coursework from Hilda Fetcenko, BCLAD Coordinator (submit appropriate verification, if applicable)
- ✓ CPR Certification includes infants, children, adults (RYAN credential candidates only)

### PRELIMINARY EDUCATION SPECIALIST CREDENTIAL

- ✓ Subject Matter Competence-CSET exam or Waiver Letter (does not apply to early childhood teacher candidates)
- ✓ Reading Instruction Competence Assessment (RICA)

### CLEAR EDUCATION SPECIALIST

- ✓ Copy of Preliminary Education Specialist Credential

**ATTENTION:** Please read follow the renewal the requirement on your Level I or Preliminary Education Specialist teaching credential. Verification of experience form must be completed by your Human Rights Resources designee.

### PRELIMINARY or CERTIFICATE OF ELIGIBILITY ADMINISTRATIVE SERVICES

- ✓ CL-41 form (verification of experience) 5yrs teaching or services experience; must be completed by Human Resources Designee
- ✓ CL-777 form (verification of employment as an administrator) required if you have been offered a position as an Administrator or currently working as an administrator, must be completed by Human Resources Designee
- ✓ Copy of pre-requisite teaching or services credential

### CLEAR ADMINISTRATIVE SERVICES

- ✓ CL-41 form (verification of experience) 2 yrs of experience working as an administrator from Human Resource designee while holding the Preliminary Administrative services credential

### CLEAR PUPIL PERSONNEL SERVICES CREDENTIAL

- ✓ Verification of Fieldwork Hours-letter form fieldwork supervisor

NOTE: After a candidate has been recommended for their credential an e-mail will be sent from the California Commission on Teacher Credentialing to the candidate with instructions to proceed with your part of the credential process which includes the professional fitness questions and the payment process. The online credential application fee is \$ 102.50 unless you have an Certificate of Clearance credit on file at CTC.