

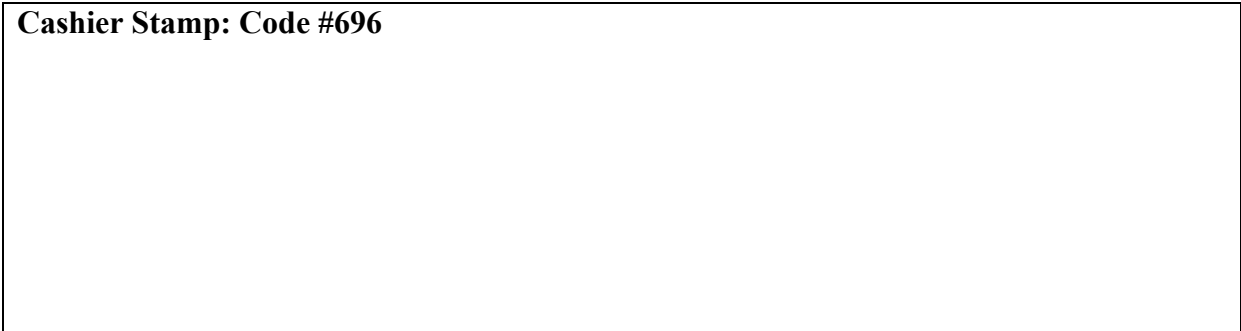
Beginning January 3, 2006, the Charter College of Education at CSULA will begin processing credential applications online with the California Commission on Teacher Credentialing (CCTC).

You will need a credit card or debit card as well as an email address that is valid until you have received confirmation from the CCTC that your credential has been granted.

Credential Processing Fees:

1. CCTC Fee – Once you receive an e-mail confirmation that your credential application has been forward to CCTC electronically, please follow the instructions provided in the e-mail regarding completion of your application and payment of fee.
2. If you submitted a previous credential application that was cancelled or you lost continuing status at CSULA, you will need to pay the \$35.00 University processing fee to the Cashier's Office in ADM 128. Please have cashier's stamp below verifying that you paid this fee.

Cashier Stamp: Code #696



All requirements listed below must have been completed and provide evidence of the following in order for us to process your credential. Please note: If any items have been previously submitted to the Office of Student Services, you will not need to resubmit it again. All examinations and letters of verifications must be **ORIGINALS. Faxed copies or Xerox copies will not be accepted.**

Administrative Services – Certificate Of Eligibility

- Completion of required coursework as indicated on program
- Original CBEST passing score
- Evidence of passing WPE
- Copy of VALID basic teaching/counseling/services credential (Credential must not be expired)
- Masters Degree
- Verification of 3 years of full-time teaching/counseling experience (Candidates may use form CL-41 Exp – Original verification required)

Please note: A Certificate of Eligibility will be issued to candidates who have completed a preliminary administrative services credential program but do not have a promise of employment in a administrative position.

Administrative Services – Preliminary

- All the requirements listed under the Certificate of Eligibility.
- Original completed and signed CL 777 form (Verification of an Administrator) Please note: A Preliminary Administrative Credential will be issued only if you have the promise of an administrative position.
- Copy of VALID basic teaching/counseling/services credential (Credential must not be expired)
- Masters Degree
- Verification of 3 years of full-time teaching/counseling experience (Candidates may use form CL-41 Exp – Original verification required)
- Submit a signed CL 777 form (Verification of Employment as an Administrator).

Administrative Services Professional Clear Credential

- Completion of required coursework as indicated on the program plan
- Evidence of passing WPE
- Copy of VALID Preliminary Administrative Credential
- Copy of VALID basic credential
- 2 years of full-time experience in an administrative position while holding the Preliminary Administrative Credential (Candidates may use form CL41 Exp – Original verification required)

Please note: Candidates employed with Los Angeles Unified School District: Per district's instructions, all verification of administrative experience must be verified by Ginger Boykin or Phyllis Bradford at the district.

Administrative Services Credential Evaluation & Processing Form

Type all information requested below (forms not typed will not be processed).

Please check which credential you are seeking (this application can only be used to apply for 1 credential):

Certificate of Eligibility

Preliminary

Professional Clear

Last Name

First Name

Middle Name

Former Name(s)

Have you held a California credential or permit authorizing teaching in California public schools?

Yes No Please Specify

CIN

SSN

Date of Birth

Street Address

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

Email Address

(Please carefully verify your email address you included here, since the CCTC will correspond with you regarding the status of your credential using this email address.)