

Office for Student Services  
Charter College of Education  
California State University, Los Angeles

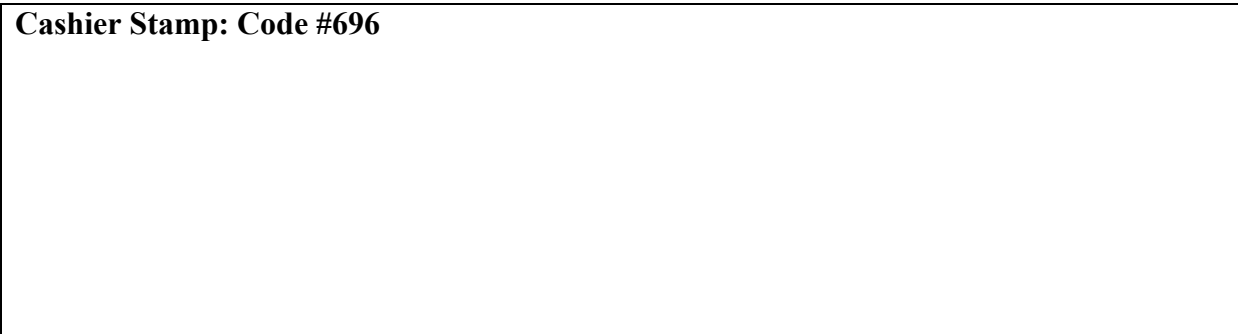
Beginning January 3, 2006, the Charter College of Education at CSULA will begin processing credential applications online with the California Commission on Teacher Credentialing (CCTC).

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 in order for us to process your credential.

For Education Specialist Internship Credential

- Admission into the Charter College of Education Program
- Internship Verification Form (see your advisor)<sup>1</sup>
- Job offer letter<sup>2</sup>
- Verification of Subject Matter completed (if using CSET scores, submit original scores unless previously recorded with the CCTC)
- Verification of the U.S. Constitution requirement
- Original CBEST passing scores

For Education Specialist Level I Credential

- Completion of all course requirements on approved Program Plan
- Original CBEST passing score, unless previously recorded with CCTC
- Verification of Subject Matter completed (if using CSET scores, submit original scores unless previously recorded with the CCTC).

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<sup>1</sup> If the advisor delineates prerequisite courses, these must be completed.

<sup>2</sup> This job offer must be with a school or district with which we currently have an Internship Agreement.

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- If you completed coursework toward this credential at other colleges or universities & did not submit these official transcripts at the time of admissions to the CCOE, please provide an official set of transcripts reflecting credential courses taken elsewhere.
- Original passing RICA scores
- Verification of Employment (CL 777.1)
- Confirmation of BA degree (for CSULA blended undergraduate candidates only)
- Verification of the U.S. Constitution requirement

For Education Specialist Level II Credential

- Completion of all course requirements on approved Program Plan
- Official transcripts from other colleges or universities that you completed coursework toward this credential.
- WPE (if you did not complete it at CSULA and/or you did not complete your preliminary credential at CSULA)
- Original verification of completion of CPR for infants, children, & adults
- Verification of Experience (CL 41)

\*Adding EL (English Learners) Authorization to a valid Education Specialist Preliminary Level I Credential with an effective date of April 1, 2003 or later (Mild/Moderate Disabilities; Moderate/Severe Disabilities; Physical & Health Impairments; and Visual Impairments). Early Childhood Special Education Level I with an effective date of January 3, 2003 or later.

**Please note: EDEL 415 must have been completed at CSULA Spring Quarter 2003 or later.**

\*\*Adding EL (English Learners) Authorization to a valid Education Specialist Preliminary Level II Credential with an effective date of January 6, 2003 or later (Mild/Moderate Disabilities; Moderate/Severe Disabilities; Physical & Health Impairments; Visual Impairments; and Early Childhood Special Education). **Please see advisor prior to submitting credential evaluation form for level II ONLY.**

**Education Specialist Credential Evaluation & Processing Form**

**Type all information requested below. This form should not be completed by those who are not eligible for an Educational Specialist credential at this time.**

Check which Credential you are applying for (you may apply for only one credential on this form)

	ECSE	PHI	VI	Mild/Mod	Mod/Sev
Education Specialist Internship <sup>1</sup>					
Education Specialist Level I <sup>2</sup>					
Education Specialist Level II					
*Adding EL (English Learners) Authorization to a Level I specialist credential. You must already hold a valid level I specialist credential.					
**Adding EL (English Learners) Authorization to a Level II specialist credential. You must already hold a valid level II specialist credential.					

Last Name

First Name

Middle Name

Former Name(s)

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.)

<sup>1</sup> If you are applying for an Education Specialist Internship Credential you will need to include an Internship Verification form signed by your advisor and a job offer letter with this form.

<sup>2</sup> For those currently employed as an Education Specialist you must attach a CL 777.1 (verification of employment) otherwise you will be recommended for a Certificate of Eligibility. To change from a Certificate of Eligibility to a Level I Credential after you have submitted your evaluation and processing form, you will need to apply directly to the CCTC for the Level I Credential.