

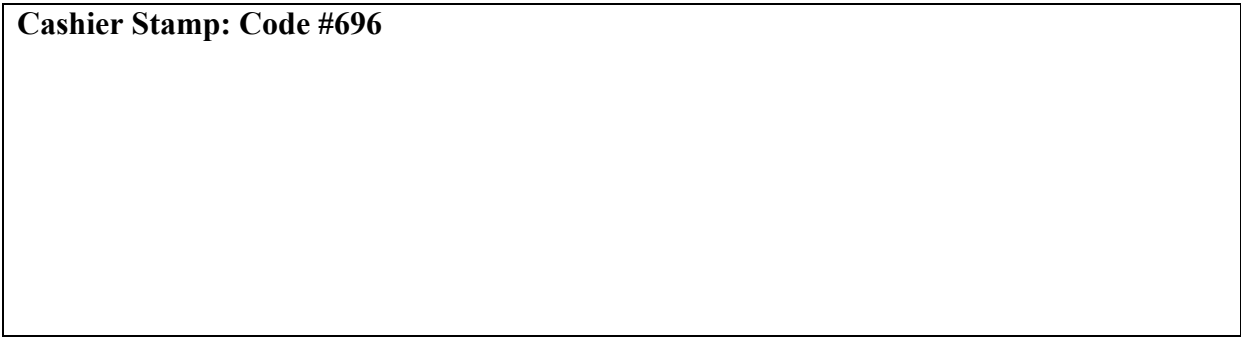
Beginning January 3, 2006, the Charter College of Education at CSULA will begin processing credential applications online with the California Commission on Teacher Credentialing (CCTC).

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. 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.**

For Single or Multiple Subjects Internship Credential

- Admission into the Charter College of Education Program
- Internship Verification Form (see your advisor)¹
- Job offer letter²
- Subject matter verification (if using CSET scores, provide original scores unless previously recorded with CCTC)
- Verification of the U.S. Constitution requirement
- Original CBEST passing scores

For Preliminary Multiple or Single Subjects Credential

- Completion of all course requirements on approved Program Plan
- Original CBEST passing score, unless previously recorded with CCTC

¹ If the advisor delineates prerequisite courses, these must be completed.

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

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

- Subject matter verification (if using CSET scores, provide original scores unless previously recorded with CCTC)
- 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.
- For Multiple Subject candidates, original passing RICA scores
- Original verification of completion of CPR for infants, children, & adults (for candidates enrolled in SB 2042 only)
- Confirmation of BA degree (for CSULA blended undergraduate multiple subject candidates only)
- Verification of the U.S. Constitution requirement

For Professional Clear Multiple or Single Subjects Credential¹

- Completion of all course requirements on approved Program Plan
- 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.
- 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

¹ These requirements apply to Ryan Credential students. Only those SB 2042 students who are teaching for a private or public school that does not have an approved Induction Program would submit a credential application through CSULA. Be sure to submit the “Verification of Unavailability of a CCTC Approved Induction Program” form with this evaluation form.

