

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

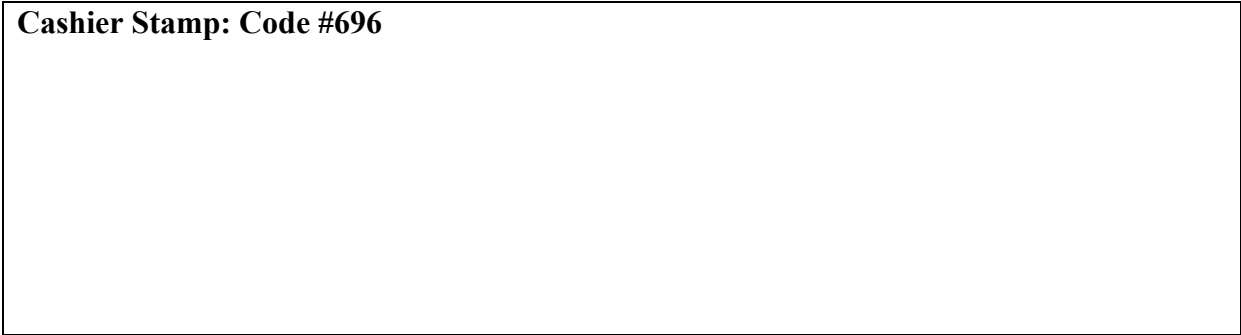
Beginning January 3, 2006, the Charter College of Education at CSULA will begin processing credential applications online with the California Commission on Teacher Credentialing (CCTC).

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 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.**

INTERNSHIP:

- Original CBEST passing score
- Certificate of Clearance or copy of previous credential
- Evidence of passing WPE
- Job offer letter verifying position in School Counseling (Original letter required)
- Candidate must meet with faculty advisor to determine course requirements
- Completion all the internship prerequisite requirements

PROFESSIONAL CLEAR

- Completion of required coursework as indicated on the program plan
- Original CBEST passing score
- Evidence of passing WPE
- Certificate of Clearance or copy of previous credential

Pupil Personnel Services with Advanced Specialization in School Counseling, Child Welfare and Attendance Services Credential Evaluation & Processing Form

Type all information requested below (forms not typed will not be processed). This form can only be used to apply for one credential. Please check which credential you are applying for with this form.

Pupil Personnel Services - School Counseling Internship	Pupil Personnel Services with Advanced Specialization in School Counseling, Child Welfare and Attendance Services Professional Clear
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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.)