

Administrative Services Credential Evaluation & Processing Form

Enter all information below before printing (handwritten form will not be processed)

Check the credential you are seeking (application can only be used to apply for one credential):
Certificate of Eligibility Preliminary 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 _____

(Note: verify your email address; the CCTC will correspond with you regarding the status of your credential using this email address.)

All requirements listed below must be completed in order to process your credential.

Items in bold - requires originals to be submitted with application – keep copy for your records

Items in italics – copies may be submitted but require original to be verified by office

Items already submitted to office will not have to be submitted again.

Important – any items missing will delay credential recommendation

Administrative Services – Certificate Of Eligibility/Preliminary

- o Completion of required coursework as indicated on program
- o *Original CBEST passing score*
- o Evidence of passing WPE
- o Copy of VALID basic teaching/counseling/services credential (Credential must not be expired)
- o BA or higher
- o **Verification of 5 years of full-time teaching/counseling experience** (Original verification on district letterhead required – must be signed by District Superintendent, Assistant Superintendent or HR Director)
- o *For Preliminary only Submit a signed CL 777 form* (Verification of Employment as an Administrator).
- o **FERPA Release Form** (*CSLA graduates only*) – *required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).*

Administrative Services Clear Credential

- o Completion of required coursework as indicated on the program plan
- o Evidence of passing WPE
- o Copy of VALID Preliminary Administrative Credential
- o Copy of VALID basic/counseling/services credential
- o **2 years of full-time experience in an administrative position while holding the Preliminary Administrative Credential** (Original verification of experience required on district letterhead, signed by the District Superintendent, Assistant Superintendent or HR Director)
- o **FERPA Release Form** (*CSLA graduates only*) – *required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).*

EXCEPTIONS – A \$35 processing fee is required for cancelled credential applications or loss of continuing status at CSULA.

9/9/16et

Cashier Stamp: Code #696 or reverse side