

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

**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.)

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

Important – any missing items will delay credential recommendation

**Administrative Services – Certificate of Eligibility/Preliminary**

- Completion of required coursework as indicated on program
- Proof of completion of Basic Skills Requirement (BSR)\* (*see below*)
- Evidence of passing WPE
- Copy of VALID basic teaching/counseling/services credential (Credential must not be expired)
- BA Degree or higher
- **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)
- *For Preliminary only* **submit a signed CL 777 form** (Verification of Employment as an Administrator).
- **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**

- Completion of required coursework as indicated on the program plan
- Evidence of passing WPE
- Copy of VALID Preliminary Administrative Credential
- Copy of VALID basic/counseling/services credential
- **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)
- **FERPA Release Form** (CSLA graduates only) – required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

**\*Basic Skills Requirement (BSR)**

- Proof of passage of all three sections of the CBEST
- Passing scores from the CSET: Writing Skills test plus ALL three subtests of CSET: Multiple Subjects (*ONLY Multiple Subjects*)
- Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM) Test
- Qualifying Score on SAT (College Board SAT) – Math score 550 & English score 500 or ACT – Math score 23 & English score 22
- College Board Advanced Placement (AP) Examinations – Math & English
- Proof of passage of CTC approved out-of-state basic skills exam

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

Cashier Stamp: Code #696 or reverse side