

Education Specialist Credential Evaluation & Processing Form

Enter all information below before printing (**handwritten form will not be processed**) and submit all required documents. This form is for those who are enrolled in their final credential requirement or have completed an Education Specialist credential program.

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

	ECSE	PHI	VI	Mild/Mod	Mod/Sev
Education Specialist Internship					
Education Specialist Preliminary					
Education Specialist Clear					

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

Important – any items missing will delay credential recommendation

Internship: Education Specialist Credential

- Admission into the Charter College of Education Program
- **Internship Verification Form** (see your advisor- If the advisor delineates prerequisite courses, these must be completed.
- **Job offer letter** - Job offer must be with a school or district with which we currently have an Internship Agreement.
- 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
- Proof of Completion of Basic Skills Requirement (BSR) * (*see below*)
- **FERPA release form** - required for the release of official CSLA transcripts (available in the Office for Student Services).

Preliminary: Education Specialist Credential

- Completion of all course requirements on approved Program Plan
- Proof of Completion of Basic Skills Requirement (BSR), unless previously recorded with CCTC
- Verification of Subject Matter completed (if using CSET scores, submit original scores unless previously recorded with the CCTC). Early Childhood Special Education – subject matter verification is not required.
- RICA passing scores – (Early Childhood Special Education – does not require RICA verification).
- Verification of the U.S. Constitution requirement
- Verification of completion of CPR for infants, children, & adults (*online CPR is not acceptable*)
- Confirmation of BA degree (for CSULA blended undergraduate candidates only)
- **FERPA release form** - required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

Clear Induction: Education Specialist Credential

- Completion of all course requirements on approved Program Plan
- Official transcripts from other colleges or universities that you completed coursework toward this credential.
- **FERPA release form** -required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

***Basic Skills Requirement:**

- 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
- 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