

# CHARTER COLLEGE OF EDUCATION

California State University, Los Angeles

## Application Procedures for Certificate Title

**Step 1.** Secure graduate admission to **California State University, Los Angeles.**  
(<https://www.calstate.edu/apply>)

**Step 2.** Complete the online Charter College of Education Certificate Program Application (<http://www.calstatela.edu/academic/ccoe/oss/certificate-application-re-direct>) and submit the following items:

- **Official transcripts to University Admissions**

**Step 3.** Once admitted, meet with program advisor to complete a program plan, which is signed by student and advisor.

**Step 4.** Submit the completed program plan to **Office for Student Services, KH D2078** for final processing.

**Step 5.** Enroll in appropriate courses, according to program plan. Also, remember to submit “*course substitution*” form to **KHD2078** if you make changes to your program plan.

**Step 6.** In your final semester of the certificate program, pick up “*Application for Certificate*” form from **KH D2078**. Complete form and take to **Cashier’s Office, ADM 128** to pay \$25 application fee.

**Step 7.** Submit paid “*Application for Certificate*” form to **KH D2078**.

\*Please allow six to eight weeks for processing.

\*Once awarded, certificate will be mailed to student’s home after processing by Graduation Office.