



CREDENTIAL REQUEST PROCESS

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid e-mail address and a credit or debit card for payment.

- **Complete the attached Credential Request Form and submit it to the Credential Office**
- **Submit all necessary items specified for type of credential.**

Multiple Subject

- RICA
- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification

Single Subject

- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification

Education Specialist Level I

- RICA
- Verification of Employment as an Education Specialist (*Form CL-777.1*)
- Exit Survey Verification

Certificate of Eligibility does not require form CL-777.1

Education Specialist Level II

- Verification of Technology Course
- Verification of Health Education Course
- CPR Certification (Adult, Infant & Child)
- Verification of 2 years Education Specialist Experience (*Form CL-41 EXP*)

Administrative Services Level I

- Verification of 3 years teaching experience (*Form CL-41 EXP*)
- Verification of Employment as an Administrator (*Form CL-777*)

Certificate of Eligibility does not require form CL-777.1

Interns

- Signed Intern Authorization for Employment Form

- **Credential Analyst will verify information, confirm eligibility and recommend for the credential. This process will not take place until final grades are posted.**
 Request will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. (*If additional documentation is required you will be informed via email*)
- **You will receive notification of recommendation from the CCTC via e-mail. Follow e-mail instructions, and submit payment. Once payment is submitted you will receive notice of receipt. Within 10 business days after payment, you will receive confirmation that your credential has been issued (providing there are no extenuating circumstance), followed by a notice of granting. All notices will take place via e-mail by CCTC.**
- **Credential document will be mailed directly to you via regular mail from the CCTC**



CREDENTIAL REQUEST FORM

1. PERSONAL INFORMATION (Type or Print)

SOCIAL SECURITY NUMBER: [] - [] - [] DATE OF BIRTH: [] - [] - []

NAME: First Middle Lasta

ADDRESS: Mailing Address
City State Zip Code

[] New Address (Address will be changed in Credential Database)

HOME PHONE () CELL PHONE ()

E-MAIL ADDRESS @
No AOL email accounts. Please use an alternate email address.

2. SELECT TYPE OF CREDENTIAL

Multiple Subject

- [] Preliminary
[] Intern
[] Supplementary or Subject Matter Auth.

Education Specialist

- [] Preliminary Level I
[] Professional Clear Level II
[] Certificate of Eligibility
[] Intern

Single Subject

- [] Preliminary
[] Intern
Authorized Field (Subject)

Administrative Services

- [] Certificate of Eligibility
[] Preliminary Level I
[] Intern

3. SIGNATURE OF APPLICANT

I certify that I have read and understand that in order to receive my credential; I must follow the instructions that will be provided to me by email. I understand that if I do not respond to the email within 30 days I will need to contact the credential office and request resubmission of my data to the CCTC system.

Signature

Date

Applicant Do Not Write Below This Line

Office Use Only

Date Received _____

Documentation included (if applicable):

- CPR certification (MS/SS)
- RICA (MS/SPED)
- Verification of Employment as an Education Specialist (CL-777.1) (SPED)
- Verification of Exit Survey (MS/SS/SPED)
- Verification of Employment as an Administrator (CL-777) (ELP)
- Verification of Experience (CL-41 EXP) (ELP/SPED II)

Evaluation

- Degree
- CBEST
- COC
- Subject Matter
- US Constitution
- RICA (if applicable)
- CPR (if applicable)

Fee Credit

- Yes
- No

Recommendation

Electronic Submission to CCTC _____

Completed Program Term _____ Issuance Date _____

Database entry _____ PeopleSoft entry _____

Notification of Credential Issuance _____

Credential Analyst _____

Comments: _____
