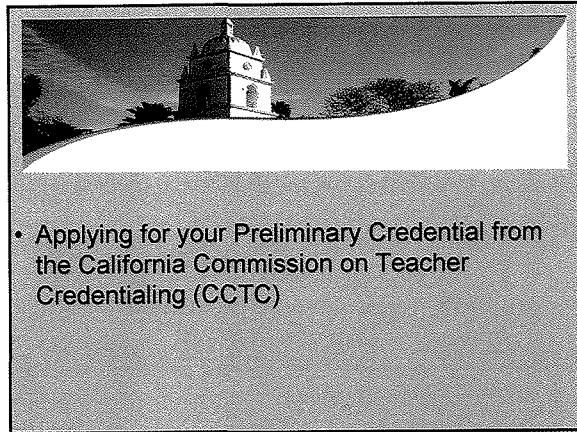
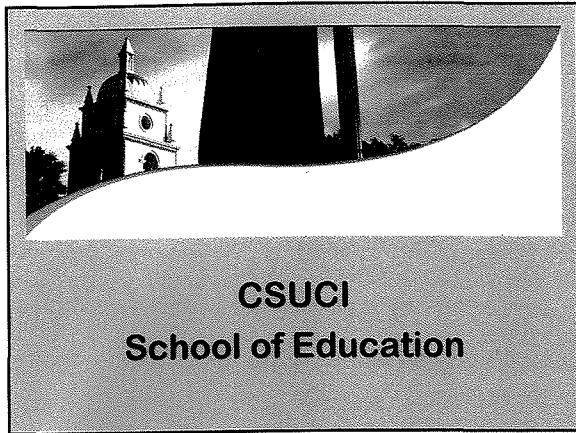


# **PROGRAM COMPLETION**



## ON LINE PROCESS

Welcome to California

- 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.

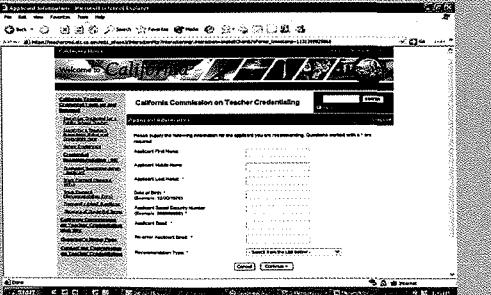
The logo for the California Commission on Teacher Credentialing. It features a stylized book icon above the text "COMMISSION ON TEACHER CREDENTIALING" and "Ensuring Educational Excellence" below it.

## APPLICATION PROCESS

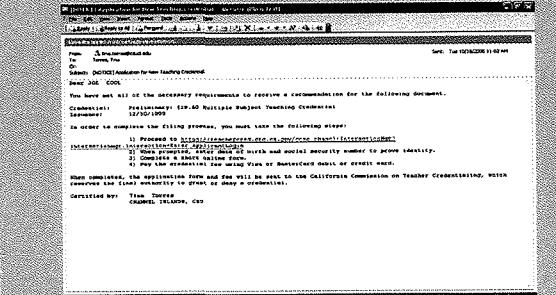
- Complete the Credential Request Form and submit to the Credential Office with all required items
- Credential Analyst will verify information, confirm eligibility and recommend for the credential using the online processing system.

**This process will not take place until final grades are posted !!**

- The online system is a two-step process. The university enters the data into the CCTC website.

A screenshot of a computer screen showing the "California Commission on Teacher Credentialing" website. The page is titled "Apply for Credential" and "Preliminary Credential Application". It shows a form with fields for "Last Name", "First Name", "Middle Name", "Degree", "Email Address", "Phone Number", "Address", "City", "State", "Zip Code", "Social Security Number", "Driver's License Number", "State ID Number", "Other Identification Number", "Recommendation Form", and "Comments". There are "Next Step" and "Submit" buttons at the bottom.

Once the applicant information is entered into the system an email is sent to the applicant requesting that he/she complete the credential application and pay the application fee by credit or debit card.

A screenshot of a computer screen showing a confirmation message from the California Commission on Teacher Credentialing. The message states: "You have met all of the necessary requirements to receive a recommendation for the following document." It specifies "Credential: Preliminary Ed. & Multiple Subject Teaching Credential" and "Submitted: 12/20/1999". It includes instructions: "In order to complete this existing process, you must take the following steps: 1) Provide a valid Social Security Number and social security number for work identity; 2) Complete a valid Online Form; 3) Provide a valid Social Security Number or Restricted debit or credit card." It also states: "When completed, the application form and fee will be sent to the California Commission on Teacher Credentialing, which reviews the final application to grant or deny a credential." The message is signed off with "Certified by: CHANNEL ISLANDS, CSU".

Firefox View Favorites Tools Help

http://teachcred.ctc.ca.gov/crc/phase3/applicant/interaction/interactionOne\_Application

California Home

Welcome to California

California Commission on Teacher Credentialing

Credential Recommendation - Applicant

You must have notice of a credential recommendation in order to use this application. Please note that we do not accept credit card payments or accepted checks if you live in an international address, you may not complete your ordered application online at this time.

Applicant Log In

Social Security Number: (Example: 1234567890)

Date of Birth: (Example: 12/01/1970)

Gender: Male

Required Fields

Log In

Internet

Firefox View Favorites Tools Help

http://teachcred.ctc.ca.gov/crc/phase3/applicant/interaction/interactionOne\_Application

California Commission on Teacher Credentialing

Applicant Personal Information

Please provide the information requested in support of your credential application. Questions marked with \* are required.

Applicant's Name: JOE COOL

Selected Credential: Preliminary \$29.50 Single Subject Teaching Credential

Preliminary \$29.50 Single Subject Teaching Credential

Preliminary \$29.50 Single Subject Teaching Credential

Preliminary Multiple Subject Teaching Credential

Preliminary Multiple Subject Teaching Credential

Applicant's Mailing Address:

Address Line 1:

Address Line 2:

City:

State: \*  Selected from the List below

ZIP Code: (Example: 00000 0000)

Home Phone:

Work Phone:

Internet

File Edit View Insert Format Tools Actions Help

Re: [REDACTED] Sent: Thu 1/19/2006 4:23 PM

To: [REDACTED] From: [REDACTED]

Subject: [REDACTED]

Re: [REDACTED] Application for New Teaching Credential

Mr. Allyson See Tapie

An e-mail verifies that you have met all of the necessary academic requirements for:

Credential(s): Preliminary \$29.50 Multiple Subject Teaching Credential

Submitted: Thu Jan 19 19:22:40 EST 2006

Recommended by: CHANNEL ISLANDS, CSU

Once the issuance of your credential, the Commission on Teacher Credentialing must still complete a professional fitness review. Once your credential is issued it will be sent to your recommending college or university.

Our payment confirmation number is 41157046089135239.

Mr. [REDACTED] confirms that your application for new credentials has been forwarded to the Commission on Teacher Credentialing.

To view the status of your payment, please visit Track Payment on the California Teacher Credential Application Status: [http://teachcred.ctc.ca.gov/crc/phase3/applicant\\_payment\\_detail.jsp?applicationNumber=41157046089135239](http://teachcred.ctc.ca.gov/crc/phase3/applicant_payment_detail.jsp?applicationNumber=41157046089135239).

Please keep this e-mail for your records.

File Edit View Insert Format Tools Actions Help

Re: [REDACTED] Sent: Fri 1/20/2006 2:38 AM

To: [REDACTED] From: [REDACTED]

Subject: [REDACTED]

Re: [REDACTED] Notification of Credential Issuance

Dear ALLYSON SEE TAPIE:

The California Commission on Teacher Credentialing on 01-16-2006 issued you the following document:

Preliminary Multiple Subject Teaching Credential Document Number: 060013596

Issuance Date: 16-02-05

Expiration Date: 01-16-2006

Authorization: General Subjects (Elementary) Recommending Institution: CHANNEL ISLANDS, CSU

This document can be viewed on the following link in 48 hours:

<http://teachcred.ctc.ca.gov/teachc/PersonnelSearch.aspx>

Please do not respond to this email, it is for notification purposes only.

## APPLICATION FEE

- The credential application fee is \$57.00
- With Certificate of Clearance credit \$29.50



## SUPPLEMENTARY AND SUBJECT MATTER AUTHORIZATIONS

- Supplementary and subject matter authorizations are subjects added to Multiple Subject credential.
- This allows you to teach departmentalized classes related to the authorization in grades 9 and below
- Supplementary authorization **not** NCLB compliant

## AUTHORIZATION REQUIREMENTS

### Supplementary Authorization

- 20 lower and upper-division semester units or 10 upper-division semester units in the subject

### Subject Matter Authorization (NCLB)

- Degree major or 32 semester units in the subject.

## APPLYING FOR AN AUTHORIZATION

- Upon request, an evaluation of your transcripts will be conducted by the Senior Credential Analyst, who will determine if you qualify for the authorization.
- If it is determined that you qualify the Commission will issue the authorization

## Add-on Authorization

- Allows you to teach departmentalized classes related to the authorization in grades 6 – 12
- Verify specialty are subject matter competence
- Complete a course in methodology directly related to teaching in a departmental setting
- Submit a completed application packet and processing fee directly to CTC.



- Application will not be submitted online until final grades are posted
- Request will be processed in the order they are received. Depending upon volume, it may take several weeks before your file is processed.
- We will not be issuing C-19 credential verification letters.

## The Assumption Program of Loans for Education (APLE)

 The California Student Aid Commission administers the APLE Program. The APLE is a competitive teacher incentive program designed to encourage outstanding students to become teachers in the following areas:

- Math
- Science
- Special Education
- Designated Low Income Schools
- Schools Serving Rural Areas
- Low Performing Schools

To Apply go to [www.csac.ca.gov](http://www.csac.ca.gov)

For Information <http://education.csuci.edu/APLE.htm>

## CONTACT INFORMATION

For questions regarding the status of your Multiple Subject credential request or questions about your file, contact:

Christina Canchola (Last Name A-M)  
437-8523

[Christina.Canchola@csuci.edu](mailto:Christina.Canchola@csuci.edu)

Or

Tina Torres (Last Name N-Z)  
437-8573

[Tina.Torres@csuci.edu](mailto:Tina.Torres@csuci.edu)



**CSU Channel Islands School of Education**  
**Multiple Subject Teaching Credential**  
**Credential Exit Check**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_

**Multiple Subject Credential**

**Prerequisite Courses (16 – 20 units)**

Course	Units	Term Completed	Grade
ENGL 475 Language and Social Context	3		
EDUC 512 Equity, Diversity and Foundations of Schooling	3		
EDUC 510 Learning Theory and Development Applied in Multicultural Education Contexts	3		
SPED 345 Individuals with Disabilities	3		
EDUC 520 Observing and Guiding Behavior in Multilingual/Multicultural and Inclusive Classrooms	3		
EDUC 521 Field Experience	1		

**For Bilingual, Crosscultural, Language, and Academic Development (BCLAD) add:**

EDUC 445 The Chicano Child and Adolescent	4		
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**Program Maintenance Requirements**

As a condition of remaining in the program, students must maintain a grade point average of 3.0 (B) or better, with no course grades lower than a C+.

**Required Courses for Teaching Credential (36 – 42 units)**

EDMS 522 Literacy 1: Multicultural/Multilingual	4		
EDMS 523 Literacy 2: Multicultural/Multilingual	3		
EDMS 526 Modern Methods in Mathematics Teaching	4		
EDMS 527 History, Social Studies and Integrated Arts	4		
EDMS 529 Science, Health & Physical Education	4		
EDMS 565 Initial Student Teaching Multiple Subject	7		
EDMS 566 Initial Student Teaching Seminar Multiple Subject	1		
EDMS 575 Advanced Student Teaching Multiple Subject	7		
EDMS 576 Advanced Student Teaching Seminar Multiple Subject	2		
EDMS 562 (Part-time program only)	2-6		

**For BCLAD add:**

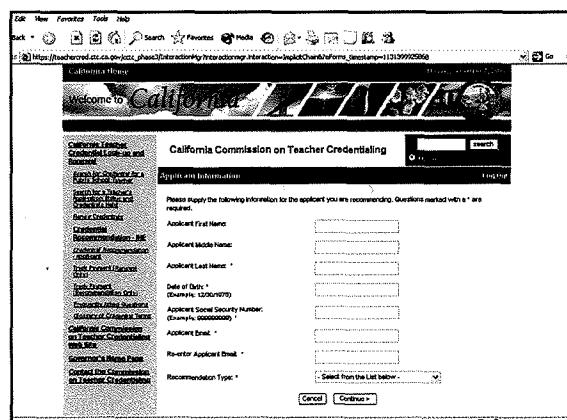
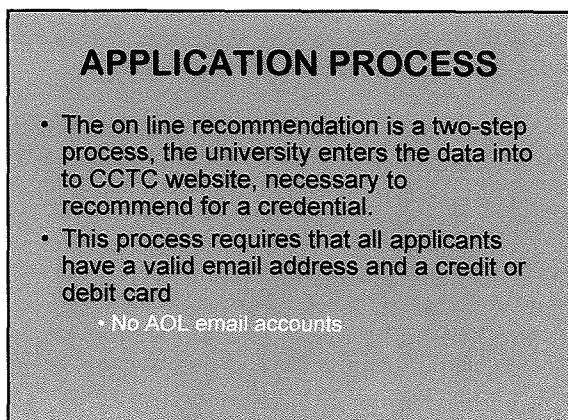
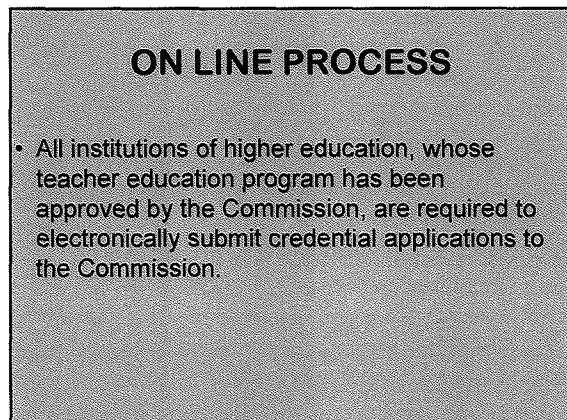
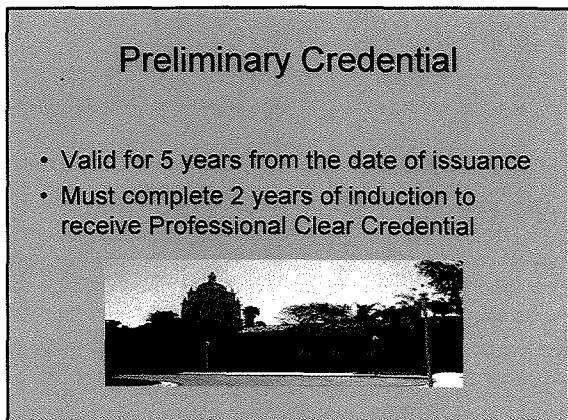
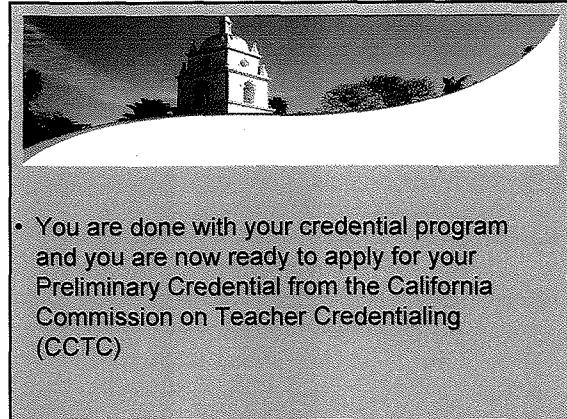
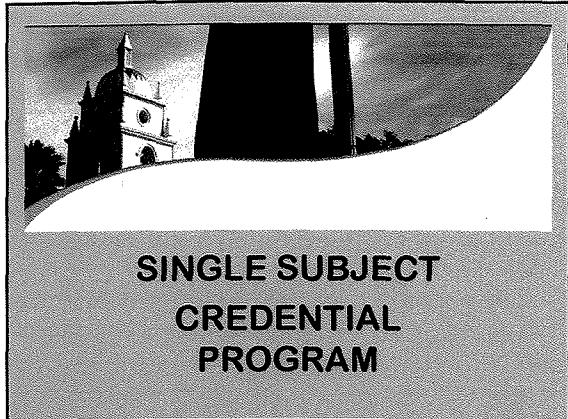
EDML 563 Primary Language Pedagogy and Literacy 1	2		
EDML 564 Primary Language Pedagogy and Literacy 2	2		

Additional Requirements	Date Completed	Score
RICA Exam		
CPR		
Exit Survey		
PACT		
LOTE III Exam (BCLAD Only)		

Notes: \_\_\_\_\_

Credential Analyst

Date



## APPLICATION PROCESS

- Once the information is entered into the system an email is sent to the applicant requesting that he or she complete the credential application and pay the application fee by credit or debit card.

Commission on Teacher Credentialing [mailto:ctc@ctc.ca.gov]  
Sent: Wed 4/12/2006 2:47 AM  
To: [REDACTED]  
Subject: Notified of Credential Issuance

RE: **ANASTASIY SOTO**

California Commission on Teacher Credentialing on 04-11-2006 issued you the following document:

Primary Multiple Subject Teaching Credential Document Number: 040064764  
Issuance Date: 16-JUL-2006  
Issuance Type: C-19  
Authorizations: General Subjects (Examination) Recommending Institution: CHANNEL ISLANDS, CSU  
of January 1, 2006, the Commission on Teacher Credentialing is no longer printing or mailing Certificates of  
Issuance.

This document can be viewed on the following link in 48 hours:  
<http://teachercred.ctc.ca.gov/teacher/Personals3RecCertCopy>

Please do not respond to this email, it is for notification purposes only.

### C-19 (Recommendation Letter)

## DOCUMENTS NEEDED



- Applicant Information Form
- Transcripts (if applicable)
- Exam Scores
- CPR (infant, child and adult)

## APPLICATION FEE

- The credential application fee is \$57.00
- With Certificate of Clearance credit \$29.50
- Payable online by credit or debit card



## TIME LINES

- All applications will be submitted online once final grades are posted
- You will have 30 days to respond to the CCTC email and pay for your credential
- You will receive your Credential document within 30 days

## The Assumption Program of Loans for Education (APLE)

 The California Student Aid Commission administers the APLE Program. The APLE is a competitive teacher incentive program designed to encourage outstanding students to become teachers in the following areas:

- Math
- Science
- Special Education
- Designated Low Income Schools
- Schools Serving Rural Areas
- Low Performing Schools

To Apply go to [www.csac.ca.gov](http://www.csac.ca.gov)  
For Information <http://education.csuci.edu/APLE.htm>



**CSU Channel Islands School of Education**  
**Single Subject Teaching Credential**  
**Credential Exit Check**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_

<b>Single Subject Credential</b>				
<b>Prerequisite Courses (16 units)</b>				
Course	Units	Term Completed	Grade	
ENGL 475 Language and Social Context	3			
EDUC 512 Equity, Diversity and Foundations of Schooling	3			
SPED 345 Individuals with Disabilities	3			
EDUC 520 Observing and Guiding Behavior in Multilingual/Multicultural and Inclusive Classrooms	3			
EDUC 521 Field Experience	1			
EDSS 515 Adolescent Development for Secondary Education	3			
<b>Program Maintenance Requirements</b>				
As a condition of remaining in the program, students must maintain a grade point average of 3.0 (B) or better, with no course grades lower than a C+.				
<b>Required Courses for Teaching Credential (30 -34 units)</b>				
EDSS 530 General Secondary School Methods	3			
EDSS 550 Access to Learning: English Language Learners	2			
EDSS 560 Access to Learning: Special Needs Learners	2			
EDSS 570 Field Experience Middle School ( <i>Part-Time Program Only</i> )	1-4			
EDSS 571 Student Teaching Seminar Middle School	2			
EDSS 575 Student Teaching Middle School	6			
EDSS 580 Field Experience High School ( <i>Part-Time Program Only</i> )	1-4			
EDSS 581 Student Teaching Seminar High School	2			
EDSS 585 Student Teaching High School	6			
<b>Single Subject Credential in Mathematics (7 units)</b>				
EDSS 531 Teaching Mathematics in Middle Schools	3			
EDSS 541 Teaching Mathematics in High Schools	4			
<b>Single Subject Credential in Science (7 units)</b>				
EDSS 532 Teaching Science in Middle Schools	3			
EDSS 542 Teaching Science in High Schools	4			
<b>Single Subject Credential in English (7 units)</b>				
EDSS 533 Teaching English in Middle Schools	3			
EDSS 543 Teaching English in High Schools	4			
<b>Single Subject Credential in History/Social Studies (7 units)</b>				
EDSS 534 Teaching Social Studies in Middle Schools	3			
EDSS 544 Teaching Social Studies in High Schools	4			
<b>Additional Requirements</b>		Date Completed	Score	
CPR				
Exit Survey				
PACT				

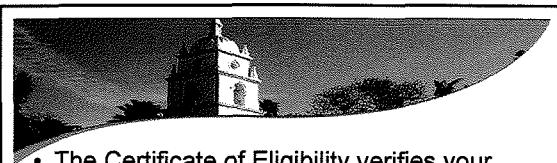
Notes: \_\_\_\_\_



## EDUCATION SPECIALIST CREDENTIAL PROGRAM



- You have met the requirements for the Preliminary Level I Education Specialist Credential.
- You will receive a Certificate of Eligibility
- Apply for your preliminary credential upon verification of employment



- The Certificate of Eligibility verifies your status as a prospective education specialist and authorizes you to seek employment
- Your certificate does not have an expiration date, and you need not complete any additional requirements to maintain it indefinitely

## Preliminary Credential

- Valid from the date of your initial employment
- You can apply for your preliminary credential upon securing employment as an education specialist in a public school
- Submit the Verification of Employment as an Education Specialist form (CL-777.1)

## NEW ON LINE PROCESS

- Effective immediately all institutions of higher education, whose teacher education program has been approved by the Commission, are required to electronically submit credential applications to the Commission.



## APPLICATION PROCESS

- The on line recommendation is a two-step process, the university enters the data into CCTC website, necessary to recommend for a credential.
- This process requires that all applicants have a valid email address and a credit or debit card (no AOL accounts)



California Home

Welcome to California

California Commission on Teacher Credentialing

Appliant Information

Please supply the following information for the applicant you are recommending. Questions marked with a \* are required.

Appliant First Name:

Appliant Middle Name:

Appliant Last Name:

Date of Birth\*:  (Format: 12/30/1970)

Appliant Social Security Number:  (Format: 000-00-00000)

Appliant Grade:

Re-enter Appliant Grade:

Re-enter Appliant Grade:

Recommendation Type:

## APPLICATION PROCESS

- Once the information is entered into the system an email is sent to the applicant requesting that he or she complete the credential application and pay the application fee by credit or debit card.



California Home

Welcome to California

California Commission on Teacher Credentialing

Application for New Teaching Credential

Form: The

Subject: D07122 Application for New Teaching Credential

To: Joe Cool

I have met all of the necessary requirements to receive a recommendation for the following document.

Credential: Preliminary: \$29.50 Multiple Subject Teaching Credential

Issue Date: 12/30/1999

In order to complete the filing process, you must take the following steps:

- 1) Proceed to [https://teachcred.ctc.ca.gov/coco\\_phase2/InteractionApp/](https://teachcred.ctc.ca.gov/coco_phase2/InteractionApp/)
- 2) When prompted, enter date of birth and social security number to prove identity.
- 3) Pay the application fee using Visa or MasterCard debit or credit card.
- 4) Pay the credential fee using Visa or MasterCard debit or credit card.

Upon completion, the application form and fee will be sent to the California Commission on Teacher Credentialing, which reserves the final authority to grant or deny a credential.

Certified by: Tina Torres  
CHANNEL ISLANDS, CSU

California Home

Welcome to California

California Commission on Teacher Credentialing

Appliant Log In

You must receive notice of a credential recommendation in order to enter this application. You may use a Visa or MasterCard debit or credit card to pay the application fee. If you have an international address, you may not complete your credential application online at this time.

Appliant Log In

Social Security Number:

Date of Birth:  (Format: 12/30/1970)

Appliant Grade:

Re-enter Appliant Grade:

Re-enter Appliant Grade:

California Home

Welcome to California

California Commission on Teacher Credentialing

Appliant Personal Information

Please provide the information requested in support of your credential application. Questions marked with a \* are required.

Appliant's Name: Joe Cool

Selected Credential: Preliminary Certificate of Clearance

Preliminary \$29.50 Single Subject Teaching Credential

Preliminary \$29.50 Single Subject Teaching Credential

Preliminary Multiple Subject Teaching Credential

Preliminary Multiple Subject Teaching Credential

Appliant Mailing Address:

Address Line 1:

Address Line 2:

City:

State:  (Select from the List below...)

Zip Code:  (Format: 00000-0000)

Home Phone:

Work Phone:

California Home

Welcome to California

California Commission on Teacher Credentialing

Application for New Teaching Credential

Form: The

Subject: D07122 Application for New Teaching Credential

To: Jennifer Ann Blue

I am email verifying that you have met all of the necessary academic requirements for:

Credential(s): Certificate of Eligibility/Certificate of Clearance

Entered: Fri Nov 04 17:10:47 EST 2005

Recommended by: CHANNEL ISLANDS, CSU

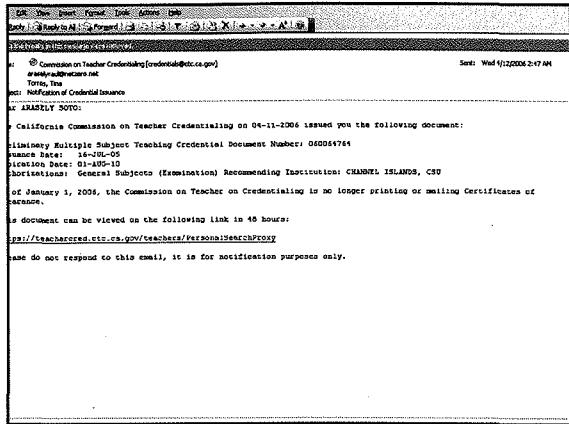
Once the issuance of your credential, the Commission on Teacher Credentialing must still complete a professional fitness view. Once your credential is issued it will be sent to your recommending college or university.

Our payment confirmation number is 41128280809323514.

A number confirms that your application for new credentials has been forwarded to the Commission on Teacher Credentialing.

To view the status of your payment, please visit Track Payment on the California Teacher Credential Application Status: [https://teachcred.ctc.ca.gov/2012\\_phase2/applicant\\_payment\\_detail.jsp?configId=41128280809323514](https://teachcred.ctc.ca.gov/2012_phase2/applicant_payment_detail.jsp?configId=41128280809323514).

Please keep this e-mail for your records.



## Schedule Appointment



- Call our office 437-8953 to schedule an exit review appointment with an Analyst

## FEE

- The credential application fee is \$57.00 payable online by credit or debit card
- If you have a Certificate of Clearance credit available, your fee will be \$29.50



## TIME LINES

- All applications will be submitted online once grades are posted
- You will have 30 days to respond to the CCTC email and pay for your credential
- If you have not secured employment we will hold your application for 60 days.

## Clearing Your Credential

- Five years from the issuance date of your Preliminary Credential
- Complete a Professional Clear Level II Credential Program.
- Two years of successful experience in a public school while holding the Preliminary Level I Education Specialist Credential

## Level II Program @ CSUCI

- CBEST verification
- Copy of Preliminary Level I Credential
- Cumulative GPA of 3.0 in post baccalaureate or graduate work
- Two letters of recommendation
- Writing sample
- Verification of employment (CL-777.1)

## Additional Requirements for Level II

### Health Education

- A health education course including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco. This requirement must include verification of CPR training for adults, infants, and children.
- **CSUCI course: HLTH 322 "Health Issues in Education" (2 units)**

## Additional Requirements for Level II

### Technology in Education

- A computer education course including instruction in general and specialized skills in the use of computers in educational settings.
- Currently no course is available at CSUCI

## The Assumption Program of Loans for Education (APLE)



The California Student Aid Commission administers the APLE Program. The APLE is a competitive teacher incentive program designed to encourage outstanding students to become teachers in the following areas:

- Math
- Science
- Special Education
- Designated Low Income Schools
- Schools Serving Rural Areas
- Low Performing Schools

To Apply go to [www.csac.ca.gov](http://www.csac.ca.gov)  
For Information <http://education.csuci.edu/APLE.htm>



**CSU Channel Islands School of Education**  
**Education Specialist Level I Teaching Credential**  
**Credential Exit Check**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Term: \_\_\_\_\_

**Education Specialist Level I Credential**

**Prerequisite Courses (19 units)**

Course	Units	Term Completed	Grade
ENGL 475 Language and Social Context	3		
EDUC 510 Learning Theory and Development	3		
EDUC 512 Equity, Diversity and Foundations of Schooling	3		
SPED 345 Individuals with Disabilities	3		
EDUC 520 Observing and Guiding Behavior in Multilingual/Multicultural and Inclusive Classrooms	3		
EDUC 521 Field Experience	1		

**Program Maintenance Requirements**

As a condition of remaining in the program, students must maintain a grade point average of 3.0 (B) or better, with no course grades lower than a C+.

**Required Courses for Teaching Credential**

EDMS 522 Literacy 1: Multicultural/Multilingual	3		
EDMS 526 Modern Methods in Mathematics Teaching	3		
SPED 541 Foundations of Special Education	2		
SPED 544 Inclusionary Teaching Methods	2		
SPED 546 Consultation and Communication with Families and Professionals	3		
SPED 570 Student Teaching in Special Education I	3		
SPED 571 Student Teaching Seminar	1		
EDSS 540 Literacy in Secondary Schools	3		
SPED 542 Managing Learning Environments	3		
SPED 543 Educating Diverse Learners with Mild to Moderate Disabilities	3		
SPED 545 Assessment of Students with Disabilities	3		
SPED 580 Student Teaching in Special Education II	8		
SPED 581 Student Teaching Seminar	1		

**Intern Option**

SPED 585 Intern Field Support and Seminar (3-12 units)

Additional Requirements	Date Completed	Score
RICA Exam		
Exit Survey		

Advising Notes: \_\_\_\_\_

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**California State University  
Channel Islands  
Education Specialist Level II**

**Program Exit Check Form**

**Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Acceptance Date:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**Education Specialist Level II (15- 17 units)**

		<b>Units</b>	<b>Grade</b>	<b>Term</b>	<b>Comments</b>
SPED 640 Induction Planning and Support	1				
SPED 641 Advanced Perspectives in Special Education	3				
SPED 642 Advanced Behavior and Environmental Supports	3				
SPED 643 Advanced Assessment and Instructional Practices for Diverse Learners	3				
SPED 646 Advanced Collaborative Partnerships and Effective Communication in School Settings	3				
SPED 647 Transition and Career Education	1				
SPED 649 Induction Evaluation	1				

**Additional Requirements**

		<b>Institution</b>	<b>Units</b>	<b>Grade</b>	<b>Term</b>	<b>Comments</b>
EDUC 661 Advanced Teaching with Technology	3					
HLTH 322 Health Issues in Education	2					

	<b>Date Completed</b>
CPR	

**Advising Notes:**

Tina Torres, Credential Analyst II

Date

Credential Office • Bell Tower East • One University Drive • Camarillo, CA 93012 • (805) 437-8953 • Credential.assistant@csuci.edu

## 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 Office • Bell Tower East • One University Drive • Camarillo, CA 93012 • (805) 437-8953 • Credential.assistant@csuci.edu

## **CREDENTIAL REQUEST FORM**

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### **1. PERSONAL INFORMATION (Type or Print)**

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

NAME: \_\_\_\_\_  
 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

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.

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### **2. SELECT TYPE OF CREDENTIAL**

**Multiple Subject**

- Preliminary
- Intern
- Supplementary or Subject Matter Auth.

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**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

---

### **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.

Applicant Do Not Write Below This Line

**Office Use Only**

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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)

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**Evaluation**

<input type="checkbox"/> Degree	<input type="checkbox"/> PACT
<input type="checkbox"/> CBEST	<input type="checkbox"/> Health Course (if applicable)
<input type="checkbox"/> COC	<input type="checkbox"/> Technology Course (if applicable)
<input type="checkbox"/> Subject Matter	
<input type="checkbox"/> US Constitution	
<input type="checkbox"/> RICA (if applicable)	
<input type="checkbox"/> CPR (if applicable)	

Fee Credit

- Yes
- No

---

**Recommendation**

Online Submission Date: \_\_\_\_\_ Credential Type: \_\_\_\_\_

Issuance Date: \_\_\_\_\_ Completed Program Term: \_\_\_\_\_

Tracker entry: \_\_\_\_\_ PeopleSoft entry: \_\_\_\_\_

Notification Date: \_\_\_\_\_

Credential Analyst: \_\_\_\_\_

Comments \_\_\_\_\_

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## REQUEST TO CHANGE OBJECTIVE

For currently enrolled post-baccalaureate students, wishing to enroll in a different or additional program of study  
 Directions: Complete Section 1 and submit to the Enrollment Center for processing

### Section 1

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Phone # \_\_\_\_\_

**TERM APPLYING FOR:** FALL SEMESTER \_\_\_\_\_ SPRING SEMESTER \_\_\_\_\_

(Year)

Current Program \_\_\_\_\_ Catalog Year \_\_\_\_\_  Change Program  Add Program

Master's \_\_\_\_\_ Catalog Year \_\_\_\_\_  
 and/or (Major) \_\_\_\_\_ (Option) \_\_\_\_\_

Credential \_\_\_\_\_ Catalog Year \_\_\_\_\_  
 (Specific Type) \_\_\_\_\_

Second Bachelor's \_\_\_\_\_ B.A. B.S. Catalog Year \_\_\_\_\_  
 (Major) \_\_\_\_\_ (Circle One)

Separate program application, transcripts, test scores and/or other documentation may be required. Please inquire with program for more information.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 2: ADMINISTRATIVE USE ONLY: RECORDS AND REGISTRATION

Current Program \_\_\_\_\_ New/ Additional Program Requested \_\_\_\_\_

Residence Status: Resident \_\_\_\_\_ Nonresident \_\_\_\_\_ International Student \_\_\_\_\_

Current Academic Standing \_\_\_\_\_ GPA: Undergrad \_\_\_\_\_ Postbac \_\_\_\_\_ Last 60 Units \_\_\_\_\_

Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Section 3: ADMINISTRATIVE USE ONLY: AREA REVIEW

Program Application  Transcripts  Test Scores  Other \_\_\_\_\_  Other \_\_\_\_\_

Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Section 4: ADMINISTRATIVE USE ONLY: PROGRAM REVIEW

Recommended for admission as:

<input type="checkbox"/> Graduate, Classified Status (2)	<input type="checkbox"/> PBAC, Credential (5)	<input type="checkbox"/> Credential Completed: Close Credential Student Stack
<input type="checkbox"/> Graduate, Conditionally Classified Status (1)	<input type="checkbox"/> Second Bachelor's (0)	
_____		
_____		

Applicant does not meet program requirements and is denied admission.

Evaluated by \_\_\_\_\_ Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's admission to classified status is subject to the following:

<input type="checkbox"/> GRE Aptitude (or GMAT if applicable)	<input type="checkbox"/> GRE Advanced
<input type="checkbox"/> Graduation Writing Assessment Requirement	<input type="checkbox"/> Other _____
<input type="checkbox"/> Require Official Transcript(s) from _____	
<input type="checkbox"/> Require Official Transcript(s) from _____	
<input type="checkbox"/> Program Requirements as follows _____	

### Administrative Use Only-Records and Registration

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_ Change Effective Fall \_\_\_\_\_ Spring \_\_\_\_\_ Student/Dept Notified \_\_\_\_\_  
 (Staff Initials) (Date) (Date)



California State University  
Channel Islands  
MA in Education: Special Education

Advisement Form

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Last Update: \_\_\_\_\_

The CSUCI Master of Art in Education: Special Education degree has three parts: Required Core Courses (18 semester units), Masters Core Courses (6 semester units), Electives (6 semester units), and a Master's Thesis/Project or Exam (1 semester unit minimum), for a minimum total of 31 semester units. Applicants will be required to satisfy prerequisite coursework in the areas specified prior to starting the degree program.

**MA in Education: Special Education 2008-2009 (31 units)**

**Prerequisite**

An approved teaching credential and teaching experience

**Masters Core Courses (7 units)**

Course	Units	Grade	Grade Points
EDUC 605 Education in a Diverse Society **GWAR	3		
EDUC 615 Principles of Education Research	3		
EDUC 616 Masters Research Thesis/Project or	1		
EDUC 618 Comprehensive Examination Preparation			

**Required Courses for Specialization in Special Education (18 units)**

SPED 641 Advanced Perspectives in Special Education	3		
SPED 642 Advanced Behavior and Environmental Supports	3		
SPED 643 Advanced Assessment and Instructional Practices for Diverse Learners	3		
SPED 646 Advanced Collaborative Partnerships and Effective Communication in School Settings	3		
SPED 690 Advanced Topics In Special Education	3		
EDUC 617 Action Research	3		

**Electives – (6 units)**

EDCI 602 Issues in Secondary Education	3		
EDCI 610 Research on Teaching	3		
SPED 655 Historical and Contemporary Portraits of Disabilities and Special Education	3		
EDUC/POLS 431 Education Policy and Politics	3		
EDUC 661 Advanced Teaching with Technology	3		
EDPL 610 Foundations of Curriculum Instruction and Assessment	3		
EDPL 620 Instructional Leadership of the Collaborative Inclusive School	3		
EDPL 621 Law and School Management	3		
EDPL 622 School Finance and Principles of Applied Leadership	3		
EDPL 623 Understanding and Influencing Organizations in Diverse Communities	3		
EDPL 624 Human Resource Management in Education Settings	3		
EDPL 625 Building Collaborative, Inclusive Learning Communities	3		

Advising Notes:

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# California State University Channel Islands

## Masters of Art in Education Educational Leadership

### Advisement Form

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Last Update: \_\_\_\_\_

The CSUCI Master of Art in Education degree has three parts: Required Core Courses (27 semester units), Professional Development/Fieldwork I & II (6 semester units), and a Master's Thesis/Project (1 semester unit minimum), for a minimum total of 34 semester units. Applicants will be required to satisfy prerequisite coursework in the areas specified prior to starting the degree program.

MA in Education Curriculum	Units	Instit.	Units	Grade	Term	Prerequisites / Comments
<b>Prerequisite Requirements (6 units)</b>						
Integration of Technology into Education	3					
Special Education	3					
<b>MA in Education Program Requirements (34 units)</b>						
<b>Required Classes (34 units)</b>						
EDUC 605 Education in a Diverse Society	3	CI	3			
EDPL 610 Foundations of Curriculum, Instruction, and Assessment	3	CI	3			
EDPL 620 Instructional Leadership of the Collaborative, Inclusive School	3	CI	3			
EDPL 621 Law and School Management	3	CI	3			
EDPL 622 School Finance and Principles of Applied Leadership	3	CI	3			
EDPL 623 Understanding and Influencing Organizations in Diverse Communities	3	CI	3			
EDPL 624 Human Resource Management in Education Settings	3	CI	3			
EDPL 625 Building Collaborative, Inclusive Learning Communities	3	CI	3			
EDUC 615 Principles of Educational Research	3	CI	3			
<b>Required Fieldwork – 2 semesters of each (6 units required)</b>						
EDPL 631 Professional Development/Fieldwork I	1	CI	1			
EDPL 632 Professional Development/Fieldwork II	2	CI	2			
<b>Master's Thesis/Project – continuing registration until research or project completed (1 unit - ?)</b>						
EDUC 616 Thesis/EDUC 618 Exam	1	CI	1			

Advising Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tina Torres, Credential Analyst

Date



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2628  
E-mail: credentials@ctc.ca.gov  
Web site: www.ctc.ca.gov

## VERIFICATION OF EXPERIENCE

If experience is a requirement for your credential, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served in more than one position for a single employer, have a separate form completed for each position that you held.

► *Do not mail this form directly to the Commission separate from the application.*

This is to certify that: \_\_\_\_\_  
(Name of Applicant)

has served satisfactorily from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

in the position of: \_\_\_\_\_  
(Check one)  Teacher  
 Education Specialist  
 Resource Specialist  
 Administrator  
 Counselor  
 Other (specify): \_\_\_\_\_

in the following grade or level: \_\_\_\_\_

in the area or subject of: \_\_\_\_\_

Full-time  
 Part-time (specify): \_\_\_\_\_ hours/day \_\_\_\_\_ days/week  
 Day-to-Day Substitute

School/Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF EMPLOYMENT AS AN EDUCATION SPECIALIST

To be Completed by Employing Agency

---

### 1. PERSONAL INFORMATION

Applicant's Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### 2. EMPLOYING AGENCY

Title of Education Specialist Position \_\_\_\_\_

Date of Initial Employment (mm/dd/yy) \_\_\_\_\_

County of Employment \_\_\_\_\_

Name of Employing Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (      ) \_\_\_\_\_ - \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Signature of Employer or Designee

Date

Printed Name of Employer or Designee

Title

### 3. TENTATIVE PLAN FOR DEVELOPING THE INDIVIDUALIZED INDUCTION PLAN

Name of Support Provider(s) Assigned to New Specialist \_\_\_\_\_

Position Held by Support Provider(s) \_\_\_\_\_

Credential(s) Held by Support Provider(s) \_\_\_\_\_

Employing Agency (if different from teacher) \_\_\_\_\_

Institution Tentatively Selected for Development of Individualized Induction Plan and

Completion of Professional Clear Level II Program \_\_\_\_\_

**I understand I must develop an Individualized Induction Plan during the first 120 days of employment on my Preliminary Level I Education Specialist Credential with the Level II institution and employer designee.**

Signature of Applicant

Date

Submit this form with Level I application; copies to Level II institution and support provider.

CL-777.1 4/06

**How are we doing? Your feedback is important to us!**  
Please leave your comments in our mailbox outside the Credential Office

Who did you come in contact with? Anyone in particular who assisted you?

Patti Pulido/ Tina Torres/ Christina Canchola/ Barbara Traversa  
Student Assistants: Deena Feldman/ Brenda Gallegos/ Erica Jimenez

**Day of the week you visited (circle one):**  M  T  W  Th  F

**Time of the day you visited:** \_\_\_\_\_

**For each item below please mark an X in the appropriate box.**

YES	n/a	NO
-----	-----	----

I felt welcomed when I came in.

The front office staff was friendly and professional.

The computerized check in was easy to use.

I found the materials that I needed.

I felt my questions were answered.

The staff were helpful and knowledgeable.

I was referred to the appropriate department or person (where applicable).

My overall impression of my visit to the Credential Office was a positive one.

I came to the Credential Office: as a walk-in \_\_\_\_\_ with an appointment \_\_\_\_\_

Please provide additional comments or suggestions on back.

Name and Phone # (optional) if you would like someone to contact you.



**Patti Pulido**  
Credential Coordinator

CALIFORNIA  
STATE  
UNIVERSITY  
CHANNEL  
ISLANDS

Bell Tower Building,  
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<http://education.csuci.edu>



**Tina Torres**  
Credential Analyst II

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Credential Support Coordinator

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