COE Program Admissions and Credential Unit (PACU)- Rm 1414
1000 E. Victoria Street · Carson, CA 90747
Credential Request Instructions

Steps to begin the Online Credential Request Process, READ CAREFULLY:

Eligibility for a credential recommendation is based upon completion of **all** components of your program. Being placed in an assignment or even completing student teaching will not guarantee recommendation for the credential if other requirements are not met. All exams, assessments, coursework outside of CSUDH, etc. must be completed prior to submitting a credential request.

As soon as it is determined that all requirements have been met, you are required to scan and upload documentation as evidence of completion of program components including **(Basic Skills/CBEST, Subject Matter verification, employment verification/experience, passage of RICA, CalAPA, etc…**) as part of your credential request. Credential Analyst will analyze your documentation to determine if you have met all of your program requirements. If you have completed all of the credential components then you will be recommended for your credential document.

Once the credential has been recommended you will receive an email from the California Commission on Teacher Credentialing (CTC) requesting you to pay the $102.50 application processing fee and complete the Personal and Professional Fitness questionnaire. If additional documentation is required, you will be notified via email by the Credential Office and/or the commission. Fee payment must be made within 90 days of the recommendation date or CTC will cancel the recommendation. A few days after making your payment, CTC will forward a payment confirmation number to you. Provided that there are no extenuating circumstances, CTC will then send you an e-mail confirming that the credential has been granted. You will receive one additional e-mail notice which will provide the details of your credential. This final notice is the one you will use for employment purposes. Your credential and all information pertaining to such will appear as granted on the CTC website www.ctc.ca.gov .

HOW TO APPLY

1. Visit our the COE website (www.csudh.edu/coe) and select Credential Request appearing on the left side menu.
2. Select the Credential Program Request type: Example: Multiple Subject, Single Subject, Special Education, Administrative services credential etc…
3. Scan and upload requested documentation, once you have completed all required tasks submit Credential Request. For quick reference, please see checklist on the back of this form.
4. You will be kept informed of your application status all throughout the process via email *(also check your spam and/or junk mail).*
5. Questions: Contact COE Program Admissions and Credential Unit (PACU) @ 310-243-3525.
6. Approximate processing times is three weeks, however this may increase during peak volume processing times.

California State university Dominguez Hills- Credential Request Checklist Information

<u>**All applicants:**</u>
- $30 CSUDH processing fee paid via ToroPay (does not apply to University Intern Credential)
- Official CSUDH transcript verifying completion of required credential coursework. (does not apply to University Intern Credential)
- Official transcripts with degree posted- (not required if on-file with the College of Education)
- Valid Fingerprint Clearance

Teaching Internship Credential
- ✓ Basic Skills Requirement
- ✓ Subject Matter Competence (does not apply to early childhood)
- ✓ U.S. Constitution Requirement
- ✓ Offer of employment as an intern (contract or letter of intent to hire)
- ✓ Intern Coordinator Confirmation
- ✓ District Certification of Intern Pre-service Preparation and Support
- ✓ Verification of Preservice coursework
- ✓ Verification of Continuous Enrollment
- ✓ Verification of oral language proficiency (Bilingual Authorization applicants)

Services Internship Credential
- ✓ Basic Skills Requirement
- ✓ Offer of employment (contract or letter of intent to hire)
- ✓ Verification of Continuous Enrollment

Multiple & Single Subject Credential
- ✓ Basic Skills Requirement
- ✓ Subject Matter Competence
- ✓ Advisement/Program Plan
- ✓ U.S. Constitution Requirement
- ✓ Cal TPA
- ✓ RICA (does not apply to single subject candidates)
- ✓ Bilingual Competence (if applicable)

Preliminary Special Education Credential
- ✓ Basic Skills Requirement
- ✓ Subject Matter Competence (does not apply to early childhood)
- ✓ Advisement/Program Plan
- ✓ U.S. Constitution Requirement
- ✓ RICA (does not apply to early childhood first enrolled BEFORE July 1, 2022-please refer to program plan)
- ✓ Cal TPA (applies to MMSN and ESN first enrolled on and after July 1, 2022-please refer to program plan)
- ✓ Bilingual Competence (if applicable)

Professional Clear Teaching Credential
- ✓ Advisement/Program Plan
- ✓ Verification of Prerequisite credential

Preliminary Administrative Services Credential
- ✓ Basic Skills requirement
- ✓ Cal APA
- ✓ Verification of valid prerequisite credential
- ✓ Verification of Five Years Teaching or Service Experience
- ✓ Verification of Employment (form CL-777) – needed if working as an administrator

Professional Clear Administrative Services Credential
- ✓ Verification of valid prerequisite credential
- ✓ Verification of Experience- minimum of 2 years in an administrative position

Pupil Personnel Services credential
- ✓ Basic Skills Requirement
- ✓ Letter from CSUDH fieldwork supervisor verifying completion of required fieldwork hours

<u>**IMPORTANT NOTE**</u>: Please make sure to verify with your faculty advisor and refer to your advisement/program plan for updated requirements/information. Requirements are subject to change due to new legislative mandates.