

## Please Keep Pages 1-2 For Your Records!

# CREDENTIAL APPLICATION FILING PROCESS

The Commission on Teacher Credentialing (CTC) has a policy whereby all universities are required to submit credential applications online. A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. The credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>.

Our office will submit your application online to CTC upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic document for you to print. This is your official verification that you will be issued a credential, and you will not receive a hardcopy of your credential document. Your official credential will be posted on the CTC's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

### The Process:

- x Submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center (CSSC) in AE 235. Please note: our office is closed on Fridays. It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your credential. Be sure to make any photocopies prior to submitting your packet.
- x Credential Analysts will check documents, verify eligibility and recommend the credential. Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your application is processed. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. If additional documentation is required, you will be notified via email or by your responsibility to confirm accuracy. Contact our office immediately if there are errors. You can also look up your application status directly at the website: <http://www.ctc.ca.gov/credentials/online-services/default.html>

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- x After your credential has been recommended, you must submit payment in a timely manner or CTC will cancel your recommendation. CSSC will require a new credential application and fee to complete another online recommendation (referred to as a second (2<sup>nd</sup>) recommendation).
  - x Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.

For your planning, record the date your application was submitted to CSSC: \_\_\_\_\_





**CREDENTIAL PROCESSING RECEIPT  
CALIFORNIA STATE UNIVERSITY, EAST BAY  
CREDENTIAL STUDENT SERVICE CENTER (510) 885-2272, AE 235**

Please provide the same information on the top and bottom forms.

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

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

Telephone: \_\_\_\_\_ Net ID: \_\_\_\_\_

Type of Credential (s): \_\_\_\_\_

Amount attached: \_\_\_\_\_ \$25.00 for each credential application)

This fee is earned upon receipt and is ~~non~~ refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

----BELOW IS FOR OFFICE STAFF ONLY----

Date Logged: \_\_\_\_\_ Initials: \_\_\_\_\_ <sup>nd</sup>Recommendation Request: \_\_\_\_\_

DISTRIBUTION: Top-Credentials; Bottom-Cashiers

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