

SAN DIEGO STATE UNIVERSITY

CREDENTIAL REQUEST FORM

Evaluations and Recommendations are made based on an online processing system. You must have an e-mail address and be able to use a credit card for payment.

PLEASE NOTE: AOL, Road Runner, Juno, and Netscape accounts block the CTC emails from being sent to you. If you have one of these accounts please create a free HOTMAIL or YAHOO account. **WE WILL NOT RECOMMEND YOU IF YOU HAVE AN AOL, ROAD RUNNER, JUNO OR NETSCAPE ACCOUNT.** Examination requirements, CPR Certification (if applicable) and coursework in progress at institutions other than SDSU must be completed prior to submitting the Credential Request. All required materials need to be submitted at the same time you submit the credential request form. Initiating this process at the beginning of your last semester of coursework will insure timely processing. **Note: Individuals requesting the issuance of an Internship Credential** will not necessarily be in their last semester of coursework, or have all of their testing requirements completed.

The Process:

- **Complete the attached Credential Request Form and include all required materials for the processing of the credential.** Submit the Credential Request form to the Office of Student Services – Credentials Office.
- **Include with your request the items specified in the appropriate checklist on the next page.** Transcripts from institutions other than SDSU must be official; however, they do not have to be in sealed envelopes. Employment forms must be completed and signed by Human Resources / Credential Technician from your specific School District. Exams and CPR documents should be photocopied. For CPR, please provide a copy of the front and back of the card.
- **The SDSU Credentials Office will check documents, verify eligibility and recommend for the credential.** **PLEASE NOTE:** Requests will be processed in the order in which they were received. Depending upon volume, it might take several weeks before your file is processed. (Requests submitted with coursework in progress will be partially processed, then held. Processing will be completed at the end of the semester when grades are posted.) If additional documentation is required, you will be informed by email.
- **Complete the CSU General Exit Survey, (www.csuexitsurvey.org).** (All students in the following programs must complete survey: School of Teacher Ed, Policy Studies and Special Education). As a student completing a teaching credential program at SDSU, in Policy Studies, School of Teacher Education, or Special Education, your experiences and opinions are extremely valuable to us in the College of Education to aid in evaluating programs and student services. The Exit Survey is the tool we use to strengthen our contributions to the university, the students, and our community. As the last piece of program completion, please take the time to complete the survey and provide a copy of the email receipt to the Office of Student Services, this will be added to your file.
- **Once the Credentials Office has submitted the online recommendation (after you are completely finished) you will be notified by CTC to complete the personal and professional fitness, and payment portions of the process.** Within a day or two, CTC will send you a payment confirmation number.
- **Providing there are no extenuating circumstances, you will receive confirmation that your credential has been issued. This will be followed by an additional e-mail which will provide the details of your credential. This final notice is the one you will use for employment. All notices, (4) will take place via e-mail.**

CREENTIAL REQUEST INSTRUCTIONS

Please submit the following to the Credentials Office:

Multiple Subject (SB-2042)

- Credential Request Form
- Receipt verifying payment of \$25 Evaluation Fee
- Printout of WebPortal Transcripts
- Transcripts documenting completion of approved coursework taken at institutions other than SDSU, which have not previously been submitted to the Office of Student Services.
- RICA
- CPR Certification – Infant, Child & Adult
- CSU Exit Survey

Single Subject (SB-2042)

- Credential Request Form
- Receipt verifying payment of \$25 Evaluation Fee
- Printout of WebPortal Transcripts
- Transcripts documenting completion of approved coursework taken at institutions other than SDSU, which have not previously been submitted to the Office of Student Services.
- CPR Certification – Infant, Child & Adult
- CSU Exit Survey

Professional Clear (Multiple Subject or Single Subject)

- Credential Request Form
- Receipt verifying payment of \$25 Evaluation Fee
- Printout of WebPortal Transcripts
- CPR Certification – Infant, Child & Adult
- Photocopies of valid California Credentials held
- Photocopies of any course waivers or substitutions
- Official transcripts of approved coursework taken at institutions other than SDSU.

- **PLC STUDENTS:** Copies of CBEST, verification of Subject Matter Competency by advisor recommendation form or CSET, passing scores on the Spanish Language Proficiency Exam, and Exit Interview.
- **ALL REQUIRED MATERIALS NEED TO BE SUBMITTED AT THE SAME TIME YOU SUBMIT THE CREDENTIAL REQUEST APPLICATION.**

SAN DIEGO STATE UNIVERSITY – COE OFFICE OF STUDENT SERVICES
CREDENTIAL EVALUATION REQUEST FORM

Applicant's Full Legal Name (as it will be printed on your credential document) **and Mailing Address:** (Please print clearly)

<hr/> <i>(First)</i>	<hr/> <i>(Middle)</i>	<hr/> <i>(Last)</i>
<hr/> <i>(Street)</i>		
<hr/> <i>(City)</i>	<hr/> <i>(State)</i>	<hr/> <i>(Zip Code)</i>
Social Security #: _____ - _____ - _____	Home Phone: () _____	
RED ID #: _____	Work or Cell Phone: () _____	
Date of Birth: _____ / _____ / _____	E-Mail Address: _____	

PLEASE NOTE: WE WILL NOT RECOMMEND YOU IF YOU HAVE AN AOL, ROAD RUNNER, JUNO OR NETSCAPE ACCOUNT.

✓ **Please check the credential or certificate for which you are initiating a request.**

Multiple Subject

____ BCLAD _____ (Language)
____ Preliminary: RICA Test Date: _____
____ Professional Clear (SB2042 / Ryan – Circle one)
____ Supplementary / Subject Matter Auth (subject(s) _____)

Single Subject

Subject(s): _____
____ BCLAD _____ (Language)
____ Preliminary
____ Professional Clear (SB2042 / Ryan – Circle one)
____ Internship
____ Supplementary / Subject Matter Auth in (subject(s) _____)

COMMENTS:

With my signature, I authorize the College of Education to release information concerning my credential application to inquiring school agencies and offices that may be considering me for employment. I also authorize the College of Education to forward my credential information for issuance of the credential (s) that I have requested.

Student Signature: _____ **Date Submitted:** _____
(Office Use Only)

SAN DIEGO STATE UNIVERSITY

Memorandum

To: All Candidates for Credential Evaluation

From: Office of Student Services – Credentials, EBA – 259 (619) 594-6320

RE: Credential Evaluation Processing Fee

The College of Education charges a \$25.00 non-refundable fee for evaluation services. The following payment methods are available.

On Line Payment:

- Go to the Student Financial Services Web Site at www.sdsu.edu/sfs
- Select Student Account Services and Log in to your account using your WebPortal login information.
- Select Make Payment (at the top menu bar) if paying by Electronic Check. If paying by credit card, select the credit card option)
- Select College of Education Menu and pay the fee
- Print out the receipt or email and send it with your packet of Credential Evaluation materials

Payment by Mail:

If you are paying by mail, fill out the bottom portion of this document and send it to the University Cashiers Office with your payment. Send your Credential Evaluation materials to the address on the Credential Request application.

Payments are not accepted at the Office of Student Services –College of Education

Credential Evaluation Fee Payment _____ Return This Portion with Your Payment

Payment should be made payable to San Diego State University
Send your Check or Money order with this coupon to:

Date: _____

Phone Number: _____

Student Name: _____

Student ID Number: _____
CRED(12021)

San Diego State University Attn: University Cashiers Office 5500 Campanile Drive San Diego, CA 92182-7426
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SAN DIEGO STATE UNIVERSITY

RECEIPT OF CREDENTIAL REQUEST

NAME: _____ **RED ID:** _____

REQUEST FOR: _____

RECEIVED BY: _____ **DATE SUBMITTED:** _____

IMPORTANT NOTICE: This receipt does not constitute verification that you have met all the requirements for the credential or certificate you have requested. It is to be used for record keeping purposes only.

THE CREDENTIAL REQUEST PROCESS

What to expect from here...

- **The SDSU Credentials Office will check documents, verify eligibility and recommend for the credential.** Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. (Requests submitted with coursework in progress will be partially processed, then held. Processing will be completed at the end of the semester when grades are posted.) If additional documentation is required you will be informed by e-mail.
- **Once the Credentials Office has submitted the online recommendation (after you are completely finished) you will be notified by CTC to complete the personal and professional fitness, and payment portions of the process. You will be notified of completion.**
- **Once your request has been submitted to CTC, within two working days you should receive a payment confirmation email, providing there are no extenuating circumstances, there will be a third notice, which is the notice of issuance with detailed information about the type of credential.** This final notice is the one you will use for employment. (All notices, (4) will take place via e-mail.)