

## 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](http://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.**

San Diego State University  
College of Education  
Office of Student Services

CREENTIAL REQUEST INSTRUCTIONS

Please submit the following to the Credentials Office:

**ALL PROGRAMS:**

- Credential Request Form
- Receipt verifying payment of \$25 Evaluation Fee. See attached instructions for payment options and methods. Payments are no longer accepted in the College of Education.
- Items listed under appropriate checklist
- Printout of Web Portal Transcripts
- Transcripts documenting completion of approved coursework taken at institutions other than SDSU, which have not previously been submitted to the Credentials Department.
- If applicable, Verifications of Employment and Verifications of Experience are available at the Commission on Teacher Credentialing Website [www.ctc.ca.gov](http://www.ctc.ca.gov) for downloading.
- **ALL REQUIRED MATERIALS NEED TO BE SUBMITTED AT THE SAME TIME YOU SUBMIT THE CREDENTIAL REQUEST APPLICATION.**

**Level I Education Specialist**

- RICA
- CSET M/S (not applicable for Early Childhood)
- Final Program Clearance - Signed by Advisor
  
- Verification of employment as an Ed. Specialist (CL-777.1) if applicable
- CSU Exit Survey

**Level II Education Specialist**

- CPR Certification - Infant, Child & Adult (Prof. Clear Level II)
- Verification of 2 years Ed. Specialist experience (41-EXP)
- Final Program Clearance - Signed by Advisor
  
- Early Childhood Certificate Final Program Clearance (if applicable)
- CSU Exit Survey

**Administrative Services (Preliminary or Cert. of Eligibility)**

- CBEST
- Final Program Clearance - Signed by Advisor
- Verification of 3 years teaching experience (41-EXP)
- Verification of employment as an Administrator (if app.)

**Administrative Services (Professional Clear)**

- Verification of 2 year Administrative experience (41-EXP)
- Final Program Clearance Signed by Advisor

**Pupil Personnel Services**

- CBEST
- Final Program Clearance signed by Advisor

**Speech Language Pathology Services**

- CBEST
- Updated Program Clearance signed by Advisor

**Reading and Language Arts Specialist**

- Verification of 3 years teaching experience (41-EXP)
- Updated Program Clearance signed by Advisor

**Reading Certificate**

- Verification of 3 years teaching experience (41-EXP)
- Updated Program Clearance signed by Advisor

**School Nurse Services**

- Valid RN License (attach copy)
- Verification of 2 years School Nurse experience (41-EXP)
- Updated Program Clearance signed by Advisor

**Internship Credential**

- Subject Matter (not required for PPS or Admin. Credentials)
- U.S. Constitutions (not required for PPS or Admin. Credentials)
- CBEST
- Certificate of Clearance (if required or copy of Teaching/Service Cred.)
- Offer of Employment
- Verification of admission to Internship program
- From Special Ed dept. for Ed Specialist*
- From EDL dept. for Administrative Services*

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>
<b>Social Security #:</b> _____ - _____ - _____	<b>Home Phone:</b> (        ) _____	
<b>RED ID #:</b> _____	<b>Work or Cell Phone:</b> (        ) _____	
<b>Date of Birth:</b> _____ / _____ / _____	<b>E-Mail Address:</b> _____	

**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.**

- \_\_\_\_\_ Education Specialist**  
\_\_\_\_\_ MM    \_\_\_\_\_ MS    \_\_\_\_\_ ECSE    \_\_\_\_\_ DHH  
\_\_\_\_\_ Internship  
\_\_\_\_\_ Certificate of Eligibility  
\_\_\_\_\_ Preliminary Level I  
\_\_\_\_\_ Professional Clear Level II  
\_\_\_\_\_ EC Certificate (Level II Only)

- \_\_\_\_\_ Speech Language Pathology Services**  
\_\_\_\_\_ Preliminary  
\_\_\_\_\_ Professional Clear  
  
**\_\_\_\_\_ Reading and Language Arts Specialist**  
\_\_\_\_\_ Reading Certificate  
\_\_\_\_\_ School Nurse Services  
\_\_\_\_\_ Other: \_\_\_\_\_

- \_\_\_\_\_ Administrative Services**  
\_\_\_\_\_ Certificate of Eligibility  
\_\_\_\_\_ Preliminary  
\_\_\_\_\_ Professional Clear  
\_\_\_\_\_ Internship

- \_\_\_\_\_ Pupil Personnel Services**  
\_\_\_\_\_ Psychology    \_\_\_\_\_ Counseling  
\_\_\_\_\_ School Social Work  
\_\_\_\_\_ School Child Welfare  
\_\_\_\_\_ Internship  
\_\_\_\_\_ Professional Clear

**COMMENTS:**

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**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](http://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

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Return This Portion with Your Payment

Credential Evaluation Fee 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: \_\_\_\_\_

San Diego State University Attn: University Cashiers Office 5500 Campanile Drive San Diego, CA 92182-7426
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CRED(12021)

Office of Student Services for  
College of Education  
San Diego State University – EBA 259  
5500 Campanile Drive  
San Diego, CA 92182 – 1100  
Tel: 619 • 594 • 6320  
Fax: 619 • 594 • 1657

## 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.)