

CLAD Certificate Online Application Instructions

What you need to do first ...

- After you receive full credit for any in-progress courses, print your last semester's grades from your "MyCSULB" account.
- CTEL-eligible coursework taken prior to May 2008 at CSULB must be approved through a course equivalency process before filing your application. Contact the CTEL Program Coordinator at (562) 985-5806.
- Complete the Evaluation Request and Request for Recommendation forms. Do not use AOL or social.rr email addresses.
- Return completed forms with your grades and a check for \$25, payable to CSULB, to the Credential Center, ED1 - 42.

What happens next ...

- After a final review by a university credential analyst has determined you have completed the program, a recommendation for the credential will be electronically submitted to the Commission on Teacher Credentialing (CTC).
- You will then receive an email from the CTC, directing you to file your application and pay your state credential fee online by credit or Visa debit card.
- After you complete the online application process, you will receive an email receipt from CTC.
- When your application has been processed by the CTC, you will receive a final email verifying issuance of the credential. Your credential will appear on the CTC website within 48 hours, and you will then be able to print a credential document from the CTC website. You will not receive a verification letter from CSU, Long Beach. This final email may be used to verify completion of your credential.

Credential Center website: <http://www.ced.csulb.edu/credentials/>

Commission on Teacher Credentialing website: <http://www.ctc.ca.gov/>

Please note current Credential Center hours on our website.

CTEL/CLAD Certificate Evaluation Request

Complete all information requested below. Return this Evaluation Request to the Credential Center, ED1 - 42, with a check payable to CSULB for the required \$25 credential processing fee. The \$25 credential processing fee is non-refundable, and must be used within one year.

SS # _____ Birthdate _____ Student ID # _____

Name _____
last first middle former name(s)

Address _____
street
city state zip

for CC use only

Hold Clearance _____

Rec'd _____

Database _____

Phone (Evening) _____ (Daytime) _____

Email _____ Male Female

Ethnicity: African-American Asian-American Euro-American Latino
 Native American Other

I currently hold a valid **Preliminary or** **Clear**
 Single Subject credential **Multiple Subject credential or**
 Other valid teaching credential _____

CLAD-eligible coursework taken prior to May 2008 at CSULB or coursework taken at other institutions must be approved through a course equivalency process, and must be verified by official transcript.

1. California State University, Long Beach
2. _____
3. _____
4. _____

Approved course equivalency form(s), if applicable

I understand that I must provide all documentation required for evaluation and recommendation of the credential.

Signature

Date

6/09

California State University, Long Beach
Credential Center, ED1 – Room 42 (562) 985-4109

Academic Semester Hours: M – Th, 8:00 am – 5:30 pm
Friday 8:00 am – 12:00 pm; 1:00 pm – 5:00 pm

Credential Request for Recommendation

Name _____
first middle last
(write your **full** name as it should appear on your credential. Your last name must match that on your CSULB records.)

Social Sec. # _____ Birthdate _____ Campus ID _____

Valid email address _____

Type of Credential _____

Notes _____
(If you qualify for additional authorizations and would like them added to your credential, list them above.)

I have completed my last credential program requirements

The above email address will be valid for at least the next 90 days (AOL blocks credential email; do not use AOL email addresses.)

I can pay the state credential fee with a credit card in my name

Senate Bill 63, effective July 19, 2005, requires that credential applications be submitted on-line to the Commission on Teacher Credentialing. When completion of all requirements has been verified, the Credential Center will submit an online recommendation for your credential. If you are currently attending another institution or earning a degree, you must provide official sealed transcripts to the Credential Center, ED1 - 42, before your credential can be recommended.

You will receive an email from the CTC when your credential recommendation has been submitted, directing you to file your application and pay your state credential fee online. You must respond within five (5) days. When you complete the application process, you will receive verification of your credential application by email, and you will then be able to print a credential document from the CTC website. You will not receive a verification letter from CSU, Long Beach.

I have read the above information. I understand that I must apply for my credential through the CTC website after I receive notification that CSULB has filed the recommendation. I authorize the Credential Center at CSU, Long Beach to release information regarding the issuance of my credential to school districts and/or county offices of education for the purpose of my employment.

Signature _____ Date _____