

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 _____