*Jim and Judy Watson COE Student*
*Services Credential Processing (CE 102)*
*5500 University Parkway*
*San Bernardino, CA 92407-2393*
*Website:  http://credentials.csusb.edu/*
*Telephone#:  (909) 537-7401*

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

# INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION
# MULTIPLE SUBJECT SB 2042 (INTERNSHIP)

The submission of the Application for Credential Recommendation (includes all required documentation) initiates a program evaluation and the formal credential recommendation by a Credential Analyst to the Commission on Teacher Credentialing (C.T.C.).  The application may be submitted in person (see CSUSB Maps & Directions at http://www.csusb.edu/mapsDirections/) to Credential Processing or the Palm Desert Campus (see PDC Maps & Directions at https://www.csusb.edu/pdc/parking-information-campus-map), Student Services Offices (RG 203) to be forwarded to Credential Processing.  Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program (includes separate admission to the Bilingual Added Authorization) in order to be formally recommended for the credential by CSUSB.

The recommended credential issuance date for Internship credentials will be the beginning date the employing school district/agency specifies on the Internship Employment Contract/letter.  The results of the program evaluation will be sent to the e-mail address provided on the Application for Credential Recommendation within approximately 5 – 10 business days from the submission date of the complete application.

## REQUIRED DOCUMENTATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is at the Jim and Judy Watson, College of Education Student Services prior to or at the time of submission of the Application for Credential Recommendation.

**APPLICATION FOR CREDENTIAL RECOMMENDATION**:  All applicants must complete sections 1, 2, and 3 (signature required). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

**PROCESSING FEE**: All applicants are required to submit confirmation of payment of the *$25 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

**BASIC SKILLS REQUIREMENT**:  All applicants must have submitted verification of successful completion of the Basic Skills Requirement to the Jim and Judy Watson  COE Student Services.

**SUBJECT MATTER COMPETENCE**:  All applicants must have submitted verification of successful completion of Subject Matter Competence to the Jim and Judy Watson  COE Student Services.

**COLLEGE/UNIVERSITY TRANSCRIPTS**:  All applicants that have completed any of the program coursework at another institution are required to submit the updated original official transcript(s) and verification of the approved equivalency via a Request for Course Substitution or program plan approved and signed by the Program Coordinator.

**U.S. CONSTITUTION**:  All applicants are required to submit official verification of successful completion (C- or better) of a college-level course or examination covering the United States Constitution completed at a regionally accredited college or university.

**INTERNSHIP EMPLOYMENT CONTRACT**: Internship applicants are required to submit a copy of the Internship Employment Contract/ letter from the personnel office of the employing school district/agency indicating the specialized area and the beginning date of employment as an intern (**month/date/year**).  NOTE:  The employing school district/agency is required to have a University-District contract referred to as a Memorandum Of Understanding (MOU) on file with the Program Coordinator.

**PROGRAM PLAN**: All applicants are required to have a current program plan completed and signed by the Program Coordinator. NOTE:  Bilingual Added Authorization candidates are required to have a Program Plan reflecting the Bilingual Added Authorization course of study completed and signed by the Bilingual Program Coordinator.

**CERTIFICATE OF CLEARANCE**: All applicants are required to have a valid Certificate of Clearance or California credential/permit recorded with C.T.C.  Applicants who have not held a valid Certificate of Clearance or California credential/permit for more than 18 months must submit a copy of a recently completed Request for Live Scan Service (Form 41-LS) with the credential application.

*Fee subject to change.

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## APPLICATION FOR CREDENTIAL RECOMMENDATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is on file at the Jim and Judy Watson, College of Education Student Services Office **prior to or at the time of** submission of the Application for Credential Recommendation.
NOTE: To complete this form, download and/or print this pdf document.

## PERSONAL INFORMATION

| | | |
|---|---|---|
| Student Identification Number: | | |
| First Name: | Middle Name: | Last Name: |
| All Former/Maiden Name(s): | | |
| Address: | | |
| City: | State: | Zip: |
| Home Phone: | Work Phone: | Cell Phone: |
| Email Address: | | |

## CREDENTIAL INFORMATION

If applying for more than one credential, please submit a separate application form each credential.

Select or list the CREDENTIAL TYPE for which you are applying:

The CREDENTIAL TERM for which you are applying:

INTERNSHIP

List the SUBJECT AREA for which you are applying, if applicable:

N/A

List the Added Authorization for which you are applying for, if applicable:

N/A

List all CSUSB course work for which you are currently enrolled, if applicable:

*Example: EDUC 603*

## TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

Confirm the following statements by providing your signature and date at the bottom.

I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable, to the Commission on Teacher Credentialing. I understand that with the submission of this application, I am required to follow through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non' compliance will result in having to re' process an Application for Credential Recommendation with the appropriate fees. I hereby certify under penalty of perjury that all the required documentation and foregoing information submitted for this application is true and correct.

Applicant's signature:                                                                 Date:

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## FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the $25 non-refundable processing fee via one of the methods below.
NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

**IN PERSON**
Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). ***Due to the current COVID-19 situation, the pay in-person option is not available.***

**ON-LINE (MyCoyote Account)**
Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at http://www.csusb.edu/
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

**ON-LINE (Without MyCoyote Account)**
Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at https://commerce.cashnet.com/eCampus
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment