Jim and Judy Watson COE Student Services
Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: 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 (PRELIMINARY)

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.). Due to Credential Processing working from a remote location, applications may be submitted via email to credrec@csusb.edu at the beginning of the last quarter of program coursework and after all of the program requirements have been successfully completed. 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 will be the official program completion date (includes coursework, CPR, and/or examination(s), if applicable) -OR- if three months have passed since the official program completion date, the recommended credential issuance date will be the date the completed application was officially accepted by Credential Processing.

The results of the program evaluation will be sent to the e-mail address provided on the Application for Credential Recommendation within approximately 10 – 15 business days from the submission date of the complete application. Applications with coursework-in-progress will not be formally recommended to C.T.C. until 2 - 4 weeks <u>after</u> CSUSB grades have been posted.

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.

RICA: All applicants that have ***taken and passed* the Reading Instruction Competence Assessment (RICA) examination, are required to submit verification of successful completion via a valid official copy of the Electronic Score Report (unique bar code required).

TEACHER PERFORMANCE ASSESSMENT: All applicants that have ***taken and passed* the CalTPA, are required to submit verification of successful passage via the official copy of the electronic CalTPA Cycle Performance Summary Score Report (unique bar code required).

CPR CERTIFICATION: All applicants are required to submit verification of a current and valid (on-line CPR training is not acceptable) CPR certification card that includes Infant, Child & Adult CPR training. The certification card needs to include the month, day and year of completion.

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.

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.

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.

PROGRAM VERIFICATION LETTER: Bilingual Added Authorization applicants are required to submit a Program Verification Letter completed and signed by the Bilingual Program Coordinator verifying the successful completion of program and exit interview in order to be eligible for the Preliminary credential recommendation.

*Fee subject to change.

**Executive Order N-66-20 allows a candidate to postpone completion of the RICA and/or CalTPA for the issuance of the Preliminary credential however, the candidate will be required to complete RICA and/or CalTPA in order to qualify for the Clear credential.

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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 Application for the Credential Recommendation. *NOTE: To complete this form, download and/or print this pdf document.*

1. **PERSONAL INFORMATION**

   Student Identification Number: _____

   Applicant's Name: _____
                          First   *Middle*   *Last*

   All Former/Maiden Name(s): _____

   Address: _____
           Number and Street   *City*   *State*   *Zip Code*

   Home/Cell Phone: _____ Work Phone: _____

   Email Address (MyCoyote or Personal): _____

2. **CREDENTIAL INFORMATION**

   CREDENTIAL TYPE (select one): _____

   CREDENTIAL TERM (select one): PRELIMINARY_____

   SUBJECT AREA (select one, if applicable): N/A_____

   ADDED AUTHORIZATION (select one, if applicable): N/A_____

   Have you passed the RICA examination (select one)? _____

   Have you completed the CalTPA cycles 1 and 2 (select one)? _____

   List all CSUSB program coursework for which you are currently enrolled, if applicable *(Example: EDUC 603, EDUC 631)*:

   _____

3. **TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE**

   I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of the 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 reprocess an Application for Credential Recommendation with the appropriate fees. I hereby under penalty of perjury that all the required documentation and foregoing information submitted for this applicable 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