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) 537-5609

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION
READING AND LITERACY ADDED AUTHORIZATION

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://pdc.csusb.edu/campus-map-parking), Student Services Offices (RG 203) to be forwarded to Credential Processing at the beginning of the last quarter of program course work and after all of the program requirements have been successfully completed. It is highly recommended that the applicant maintain copies of the application and all required documentation submitted to Credential Processing for their own personal records since all documentation, including transcripts, become the property of the College of Education and will not be returned or photocopied for the applicant.

NOTE: The recommended credential issuance date will be the official program completion date (includes course work and 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 5 – 10 business days from the submission date of the complete application. The e-mail address must remain valid for at least 100 days after the application submission date. Applications with coursework-in-progress will not be formally recommended to C.T.C. until 2 - 4 weeks **after** CSUSB grades have been posted. NOTE: C.T.C. has established an online Educator Page at (https://www.ctc.ca.gov) to check the status of your pending applications.

REQUIRED DOCUMENTATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is in the Program Admissions File (P.A.F.) 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. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program in order to be formally recommended for the credential by CSUSB.

APPLICATION FOR CREDENTIAL RECOMMENDATION: All applicants must submit an original *Application for Credential Recommendation* with the Personal Information and Credential Information sections completed and the Transcript Authorization, Declaration and Date section signed. Incomplete applications and forms will be returned to the applicant for completion and resubmission.

PROCESSING FEE: The *$25 CSUSB non-refundable processing fee may be paid using one of the following payment methods:
1. Pay in-person via Student Financial Services (UH-35)
2. Pay on-line via MyCoyote account
3. Pay on-line via Campus eMarket
NOTE: Please see *Fee Receipt* for processing fee payment instructions.

*Fee subject to change

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.

VERIFICATION OF TEACHING EXPERIENCE: All applicants are required to submit an original official letter completed and signed by the employing school district/agency personnel office verifying at least three years of successful full-time teaching experience in a public school, nonpublic school, or private school of equivalent status. Please note that duplicated, scanned, and/or emailed copy of the letter will NOT be accepted.

NOTE: Full-time experience is defined to be a minimum of four hours per day, five days a week, for 75% of a school year.

PREREQUISITE CREDENTIAL: All applicants are required to hold a <u>valid</u> California basic (requiring a bachelor's degree, professional preparation program, including student teaching) credential (excludes Emergency, Short-Term Staff and Provisional Internship Permits) OR Clear or Life Designated Subjects full-time (requiring a bachelor's degree and basic skills requirement) credential.
NOTE: The validity of the prerequisite credential will be verified by the Credential Analyst via the C.T.C.'s website.

PROGRAM PLAN: All applicants are required to have an updated Program Plan completed and signed by the program coordinator.

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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 (*Must remain valid for at least 100 days after the application submission date):*

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:
Select or list the CREDENTIAL TERM for which you are applying:
List the SUBJECT AREA for which you are applying, if applicable:
List the Added Authorization for which you are applying for, if applicable:
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

The CSUSB non-refundable processing fee may be paid using one of the following payment methods:

1. Pay in-person by completing a Fee Receipt and submitting it directly to Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted).
   NOTE: A completed Fee Receipt **with Student Financial Services fee stamp** will need to be submitted with your application and/or request.

2. Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted).
   - Sign in to your MyCoyote account via the CSUSB Home page at http://www.csusb.edu/ (**Coyote ID & password required**)
   - 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
   NOTE: A completed Fee Receipt with a copy of the MyCoyote confirmation page will need to be submitted with your application and/or request.

3. 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).
   - 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
   NOTE: A completed Fee Receipt with a copy of the Campus eMarket confirmation page will need to be submitted with your application and/or request.

PERSONAL INFORMATION

Student Identification Number:		
First Name:	Middle Name:	Last Name:
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
Email Address:		

SERVICE FEE

Select or list the SERVICE for which you are applying:

OFFICE USE ONLY: PS#: 501899-RT011-C0720-5000   QC#: 716