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 REQUEST FOR PRE-EVALUATION

The Request for Pre-evaluation is a service offered and conducted by a Credential Analyst to determine the status of the credential program and/or eligibility for the credential recommendation to be processed to the Commission on Teacher Credentialing (C.T.C.).

The Request for Pre-evaluation is initiated with the submission of the Request for Pre-evaluation form (or by the program coordinator for credential recommendation advisement) one semester prior to the last semester of program coursework. Due to Credential Processing working from a remote location, requests may be submitted via email to **credrec@csusb.edu**.

There is no fee associated with this request and only **one** pre-evaluation will be conducted for each type of credential program. To obtain an updated program evaluation (after receiving one Pre-evaluation), the applicant will need to refer to the Request for Program Completion Verification. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program.

The results of the Pre-evaluation will be e-mailed (using the email address provided on the request form) to the applicant within approximately 10 - 15 business days from the submission date of the request.

REQUEST FOR PRE-EVALUATION: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete forms will be returned to the applicant for completion and resubmission. Please note the subject area is section 2 is only required for individuals completing the Single Subject or Designated Subjects credential program.

REQUIRED DOCUMENTATION: Original documentation is not required for this request although it will be required for the submission of the Application for Credential Recommendation. Applicants may refer to the appropriate credential application packets (located on the Credential Processing web page at *https://www.csusb.edu/teacher-education/credential-processing*) for the list of required documentation. It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is in their Program Admissions File (P.A.F.) at Credential Processing prior to or at the time of submission of the Application for Credential Recommendation.

Pre-evaluations will **not** be conducted for candidates seeking Internship eligibility. Prospective Internship candidates will need to contact the appropriate Program Coordinator for eligibility requirements. Internship credential holders may submit a Request for Pre-evaluation one semester prior to the last semester of program coursework.

Pre-evaluations will **not** be conducted for individuals seeking to obtain a Preliminary Designated Subjects (Adult Education, Career Technical Education, or Special Subjects) credential. Individuals will need to refer to the Application for Credential Recommendation instructions. Preliminary Designated Subjects credential holders may submit a Request for Pre-evaluation one semester prior to the last semester of program coursework.

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REQUEST FOR PRE-EVALUATION

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): _____

   SUBJECT AREA (select one, if applicable): _____

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

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

   Have you completed the CalAPA cycles 1 - 3 (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, understand that the pre-evaluation will assist me in determining the status of my credential program and eligibility to apply for the credential. In addition, I understand that in order to obtain a formal credential recommendation, I will need to follow the instructions for the Application for Credential Recommendation listed at *https://www.csusb.edu/teacher-education/credential-processing*. I hereby certify under penalty of perjury that all foregoing information submitted is true and correct.

   Applicant's signature: _____   Date: _____