



CREDENTIAL RECOMMENDATION REQUEST

Application Instructions

Important: INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

An academic exit with a faculty advisor must be completed prior to submission of the application.

CLU PROCESSING FEE: \$40 (non-refundable)

Application must be accompanied by proof of payment of CLU application fee. Fee must be made at https://epay.callutheran.edu/C20490_ustores/web/store_cat.jsp?STOREID=9&CATID=85. We **DO NOT** accept cash, check nor money order. Applications submitted without fee will be returned to applicant. **Note that an additional application fee will be required by the CCTC at the time of online completion of application process.** This fee will vary according to credit posting with CCTC.

CREDENTIAL REQUEST PROCESS

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid email address and a credit or debit card for payment.

1. Complete the attached Credential Request Form and submit it to the Credential Office
2. Submit all necessary items specified for type of credential:

Multiple Subject

- RICA
- CPR Certification (Adult, Infant & Child)

Single Subject

- CPR Certification (Adult, Infant & Child)

Education Specialist: Level I*

- RICA

Certificate of Eligibility does not require form CL-777.1

Education Specialist: Preliminary*

- RICA
- CPR Certification (Adult, Infant & Child)

Education Specialist Level II

- Verification of Technology Course
- Verification of Health Education Course
- CPR Certification (Adult, Infant & Child)
- Verification of 2 years Education Specialist Experience (*Form CL-41 EXP*)

Administrative Services Level I

- Verification of 3 years teaching experience (*Form CL-41 EXP*)
- Verification of Employment as an Administrator (*Form CL-777*)

Certificate of Eligibility does not require form CL-777

* If you are not certain whether you should apply for a Level I or a Preliminary credential, please speak with your advisor.

BEFORE SIGNING AND SUBMITTING APPLICATION, CHECK THE FOLLOWING:

- Application is complete
- \$40 processing fee receipt included
- If applicable, *Verification of Experience* and/or *Verification of Employment* form(s) included
- Official transcript(s) for any credential courses not completed at CLU
- Application materials photocopied for records
- Academic exit with faculty advisor is completed

Submit application materials to the Graduate School of Education office at CLU, or mail to:

Credentials Office
CLU Graduate School of Education
60 West Olsen Road #4100
Thousand Oaks, CA 91360-2700

AFTER SUBMISSION:

- **Credential Analyst will verify information, confirm eligibility and recommend for the credential. This process will not take place until final grades are posted.**
Requests will be processed in the order in which they are received. If additional documentation is required, you will be informed via email.
- **You will receive notification of recommendation from the CCTC via email. Follow the instructions in the email and submit payment. Once payment is submitted you will receive notice of receipt. Providing there are no extenuating circumstances, you will receive confirmation that your credential has been issued in a minimum of 10 business days, followed by a notice of granting. All CCTC notices take place via email.**

For detailed instructions on this process, go to www.callutheran.edu/soecredentials

Additional questions? Contact Credential Analyst at credinfo@callutheran.edu
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**SUBMIT APPLICATION ONLY
RETAIN THESE INSTRUCTIONS FOR REFERENCE**



REQUEST FOR CREDENTIAL RECOMMENDATION

Application

1. PERSONAL INFORMATION

Social Security Number: [] - [] - [] Date of Birth: [] - [] - []

Name: _____
First Middle Last

Mailing Address: _____
City State Zip Code

All Former/Maiden Names: _____

Home Phone: () _____ Cell Phone: () _____

Email Address: _____@_____
Can NOT accept AOL email addresses. Please use an alternate address.

2. SELECT TYPE OF CREDENTIAL

MULTIPLE SUBJECT

- Preliminary
Clear
Supplementary or Subject Matter Auth.

EDUCATION SPECIALIST

- Level I: M/M M/S DHH
Preliminary: M/M M/S DHH
Level II: M/M M/S DHH
Certificate of Eligibility: M/M M/S DHH

SINGLE SUBJECT

- Preliminary
Clear

Authorized Field (Subject)

ADMINISTRATIVE SERVICES

- Certificate of Eligibility
Preliminary Level I

ADDED AUTHORIZATION

- Autism Authorization
Reading Certificate

PUPIL PERSONNEL SERVICES

- School Counseling
Child Welfare and Attendance

3. SIGNATURE OF APPLICANT:

I certify that I have read and understand that in order to receive my credential I must follow the instructions that will be provided to me by email. I understand that if I do not respond to the email within 30 days I will need to contact the credential office and request resubmission of my data to the CCTC system.

Signature

Date