CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

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.

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 be valid for at least 3 months from submission of application):*		

CREDENTIAL INFORMATION

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

Select or list the TYPE of credential for which you are applying:

Select or list the TERM of credential for which you are applying:

List the SUBJECT AREA for which you are applying:

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	*Effective Communications in Education*	*4.0 Units*

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 is true and correct.

Applicant's signature: Date:

Jim and Judy Watson COE Student Services
Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
http://coe.csusb.edu/studentServices/index.html

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INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION

The submission of the Application for Credential Recommendation (including 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 processed via On-line Submission (http://coe.csusb.edu/forms/index.html), in person or by mail to Credential Processing or the Palm Desert Campus, Student Services Offices (RG 203), to be forwarded to Credential Processing. 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, 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 accepted by Credential Processing.

The results of the program evaluation will be e-mailed (or mailed if e-mail address provided on the application is not valid) to the applicant within approximately 2 - 4 weeks of the complete 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 (http://www.ctc.ca.gov/credentials/online-services/default.html) to check the status of your pending applications.

APPLICATION FOR CREDENTIAL RECOMMENDATION: Please be sure to read the instructions carefully and complete the Personal Information, Credential Information, and Transcript Authorization, Declaration and Date sections on the Application for Credential Recommendation (http://coe.csusb.edu/forms/index.html). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

REQUIRED DOCUMENTATION: It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation (http://coe.csusb.edu/studentServices/teacherEducation/credentialProcessing/servicesWeOffer.html) is in their program file at Credential Processing prior to or at the time of submission of the application.

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.

PROCESSING FEE: The *$25 non-refundable processing fee may be paid using one of the following payment methods or additional payment options may be located at the Bursar website at http://admnacct.csusb.edu/bursar/.

1. Submit a completed Fee Receipt (http://coe.csusb.edu/forms/index.html) directly to the Bursar (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM are acceptable). NOTE: The Fee Receipt (stamped by the Bursar) will need to be submitted to Credential Processing with your application.
2. Pay on-line via MyCoyote with an electronic check or credit card (2.9% convenience fee) via American Express, Discover and MasterCard accepted (Visa is not accepted). MyCoyote Payment Instructions:
   - Sign in to your MyCoyote account via the CSUSB Home page at http://www.csusb.edu/ (Coyote ID & password required)
   - Select SB Make Payments
   - Select Pay Fees via eCheck or Credit Card
   - Select Make Payments
   - Select Credential Service Fee
   - Manually enter fee amount (25.00)
   - Select Add to Basket
   - Select Checkout and make your payment option

NOTE: A copy of the MyCoyote confirmation page and a completed Fee Receipt will need to be submitted with your application.

Please visit the Credential Processing website at http://coe.csusb.edu/studentServices/index.html for detailed information regarding the submission process for formal credential recommendation.

*Fee subject to change

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REQUIRED DOCUMENTATION FOR MULTIPLE SUBJECT CREDENTIAL
(PRELIMINARY SB 2042 AND CLEAR RYAN (CLAD/BCLAD EMPHASIS)

Listed below is the required documentation that all applicants need to submit in order for the Credential Analyst to process the Application for Credential Recommendation to the Commission on Teacher Credentialing (C.T.C.). It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation listed below 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:

BASIC SKILLS REQUIREMENT: *Preliminary SB 2042* applicants are required to submit verification of successful completion of the Basic Skills Requirement via a copy of the Electronic Score Report (unique bar code required) if examination was completed in August 2012 and after or the official original and a copy of 1) CBEST Passing Status card; 2) CSET: Multiple Subject Plus Writing Skills Examination; or 3) CSU Early Assessment Program and/or Placement Examinations. If the Basic Skills Requirement has been previously registered with C.T.C., the applicant need only submit a copy of the valid California credential that registered the examination(s) and a copy of the examination results.

SUBJECT MATTER COMPETENCE: *Preliminary SB 2042* applicants are required to submit an official original AND a copy of the successful completion of Subject Matter Competence via one of the following: 1) Letterhead signed by the authorized Institution of Higher Education credential personnel verifying successful completion of a C.T.C. approved subject matter competency program (or approved equivalency) or 2) Valid CSET examination score report or a copy of the Electronic Score Report (unique bar code required) if examination was completed in August 2012 and after. If Subject Matter Competence has been previously registered with C.T.C., the applicant need only submit a copy of the valid California credential that registered the examination(s). NOTE: Subject Matter Competence for Internship & Preliminary credential candidates must be aligned with No Child Left Behind (NCLB) core academic subjects.

RICA: *Preliminary SB 2042* applicants are required to submit the official original AND a copy of the valid Reading Instruction Competence Assessment (RICA) score report or a copy of the Electronic Score Report (unique bar code required) if examination was completed in August 2012 and after. NOTE: Applicants who hold a valid California teaching credential requiring a baccalaureate degree and a teacher preparation program need only submit a copy of the valid California credential.

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

COLLEGE/UNIVERSITY TRANSCRIPTS: All applicants that have completed any of the program coursework at another institution are required to submit the updated, official transcript(s) and verification of the appropriate equivalency via an approved Request for Course Substitution (http://coe.csusb.edu/forms/index.html) or program plan approved by the program coordinator.

U.S. CONSTITUTION: *Preliminary SB 2042* applicants are required to submit original, 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.

STATUTORY REQUIREMENTS: *Clear Ryan* applicants are required to submit verification of successful completion of the following statutory requirements: Computer Education, Health Education (not required for out-of-state credential holder) and Special Education.

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

CERTIFICATE OF CLEARANCE: All applicants are required to submit verification from C.T.C. of the Certificate of Clearance issuance. Credential applicants who have previously obtained a California credential may submit a copy of the *valid* document with the credential application. Applicants who have not previously applied for a Certificate of Clearance through C.T.C. or have not held a *valid* document for more than 18 months must submit an *Application for Certificate of Clearance* directly to C.T.C. and receive confirmation of issuance prior to the submission of the Application for On-line Credential Recommendation. See *Instructions for Certificate of Clearance* at http://coe.csusb.edu/forms/index.html.

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FEE RECEIPT

The CSUSB non-refundable processing fee may be paid using one of the following payment methods or additional payment options may be located at the Bursar website at http://admnacct.csusb.edu/bursar.htm.

1. Submit a completed *Fee Receipt* (http://coe.csusb.edu/offices/documents/FeeReceipt_001.pdf) directly to the Bursar (UH-35) with payment (*cash, check, money order, traveler's check, cashier's check or pin-based ATM are acceptable).* NOTE: The *Fee Receipt* (stamped by the Bursar) will need to be submitted to Credential Processing with your application.
2. Pay on-line via MyCoyote with an electronic check or credit card (2.9% convenience fee) via *American Express, Discover and MasterCard accepted (Visa is not accepted).*

   MyCoyote Payment Instructions:
   • Sign in to your MyCoyote account via the CSUSB Home page at http://www.csusb.edu/ (Coyote ID & password required)
   • Select SB Make Payments
   • Select Pay Fees via eCheck or Credit Card
   • Select Make Payments
   • Select Credential Service Fee
   • Manually enter fee amount
   • Select Add to Basket
   • Select Checkout and make your payment option

NOTE: A copy of the MyCoyote confirmation page and a completed *Fee Receipt* will need to be submitted with your application

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:

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

CERTIFICATE OF CLEARANCE INSTRUCTIONS

The Certificate of Clearance verifies that the credential candidate has completed the Commission on Teacher Credentialing (C.T.C.) professional conduct review evaluated by the Department of Justice and the Federal Bureau of Investigation. Credential candidates who have not held a valid California credential for 18 months or more or have not previously applied for a Certificate of Clearance through C.T.C. must submit an Application for Certificate of Clearance no less than 60 working days prior to admission to student teaching, supervision or fieldwork. The Certificate of Clearance is a direct application processed to C.T.C. and must be recorded as an issued document on the C.T.C. website in order to be officially and unconditionally admitted to a credential program or enroll in course work requiring field experience in the public schools.

NOTE: Fingerprint information will be invalidated for individuals who complete the Live Scan process but do not subsequently file a Certificate of Clearance application with C.T.C. within 18 months**.**

How to apply:

1. Request for Live Scan Service (41-LS) form (http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf) – Complete the applicable sections of the form prior to arriving at the Live Scan site offering electronic submission of fingerprint services. Applicants may refer to the CSUSB University Police website (http://police.csusb.edu/Services/liveScan.html) for applicable fees and hours of operation or call (909) 537-3552 to schedule an appointment for Live Scan service. A current listing of other Live Scan sites offering electronic fingerprint services is available on the Office of the Attorney General website (http://ag.ca.gov/fingerprints/publications/contact.php) or you may contact your local police or sheriff station for Live Scan service availability and hours of operation.
2. Certificate of Clearance Application – Complete the application electronically on the C.T.C.'s *Online Services for Educators* webpage (http://www.ctc.ca.gov/) and pay the *$27.50 (plus service charge) application fee. NOTE: A Visa or MasterCard debit or credit card will be required for payment transaction. Refer to How to Complete the Professional Fitness Questions Online at http://www.ctc.ca.gov/educator-discipline/files/prof-fitness-instructions.pdf for detailed information.
3. Confirmation Page – Make sure to print your confirmation page since it may take a few days for the Certificate of Clearance status to be posted on C.T.C.'s website.
    NOTE: If C.T.C. requires additional documentation, the Certificate of Clearance process will be delayed.

Per C.T.C. (Title 5 sections 80028(b) and 80487(b)), applicants with a Certificate of Clearance issuance date of January 1, 2007 and after must use their Certificate of Clearance credit within five years of issuance date and towards the issuance of the initial credential only. If an applicant does not use the Certificate of Clearance credit within five years for the initial credential application, the credit will be deemed earned upon receipt and will not be refunded.

*Fee subject to change