



California State University, Chico

Credential Services-Tehama Hall 213

Chico CA 95929-0480

Credential Recommendation Request Instructions and Information Sheet

Credential Services is the liaison between you and the California Commission on Teacher Credentialing (CCTC), the official state entity that will issue your California credential.

To insure a smooth process please follow the steps below:

1. Fill out the Recommendation Information sheet (complete one form for each credential you are applying for except for Ag/Ag Specialist, & Concurrent) Forms may be picked up from the Credential Services office located in Tehama 213 or they may be downloaded from our web site:
<http://www.csuchico.edu/cme/credential/>
2. Turn in or mail the completed information sheet and all required documents noted in your review letter, and the \$25.00 service fee (make checks payable to CSUC) to the Credential Services office. We are located in Tehama 213. The mailing address is: CSU, Chico, Credential Services, Tehama 213, Chico CA 95929-0480. Documents may be left in the Credential Services drop box outside of Tehama 209.
3. The Credential Analyst will review your file and notify you via E-mail if any items or requirements are missing from your file.
4. After all requirements are met and your file is complete, a recommendation will be electronically submitted to the California Commission on Teacher Credentialing on your behalf.

- You will be notified by the CCTC via E-mail once you have been recommended. At that time you will be required to complete the CCTC on-line application and pay the credential fee. A credit card is required for payment of the credential fee. (\$57.00 for each credential)
- In order for your credential to be issued you must receive and respond to the E-mail application from CCTC.
- If you do not respond within the allotted time frame your recommendation may be removed from the on-line process. It will then be necessary for you to contact Credential Services and request that your recommendation be re-submitted. There is a \$25.00 service fee charge for each recommendation.

You will be responsible for maintaining a valid E-mail account in order to receive official notices from the CCTC and the University regarding the status of your credential. (AOL is not acceptable)

- ❖ Please contact our office if you have any questions or concerns regarding your credential application or the recommendation process. (530) 898-6455 enr-credentials@csuchico.edu