The Commission on Teacher Credentialing (CTC) has a policy whereby all universities are required to submit credential applications online. A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential after you have been recommended by the CSU, Chico, Credential Analyst. The credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf.

The Process:

1. Submit the required materials listed in your “To Do List” on your student portal as a*COMPLETE packet either by **mail or in person to the Credential Student Services, Tehama 209. It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your credential. Be sure to make any photocopies PRIOR to submitting your packet, we will not make copies for you.

2. The Credential Analyst will check documents, verify eligibility and recommend you for either a Preliminary Credential OR Certificate of Eligibility.

   Preliminary Credential requirement is to have a current Administrator position. If you have a current Administrative position then you need to complete the CL-777 application from the CTC website; www.ctc.gov/credentials/leaflets.html.

   Certificate of Eligibility requirement is you do NOT have an administrative position, therefore it never expires. Once you have an administrative position you would work with your employer to apply for the Preliminary Credential.

   Requests will be processed in the order in which they are received in a complete packet. Depending upon volume, it may take several weeks before your application is processed. Processing will be started at the end of the semester when grades are posted and all requirements have been met. If you received an “I” or “NC”, you will not be recommended until this is updated on your transcript it is your responsibility to notify Credential Services, credentials@csuchico.edu when the grade has been changed.

3. Once CSU, Chico has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process. Provided there are no extenuating circumstances, CTC will send you an email within ten business days confirming that the credential has been issued. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors. Note: You may also look up your application status directly at the CTC’s website at: http://www.ctc.ca.gov/credentials/online-services/default.html.

   Please note: after your credential has been recommended, you must submit payment in a timely manner or CTC will cancel your recommendation, if this happens contact CSU, Chico, Credential Services. You will be required to complete a new Request for Recommendation form and fee to complete another online recommendation (referred to as a second (2nd) recommendation).

4. You can verify if you have been recommended at the ‘CTC’s website.

   IF you were recommended then you need to check your email address at the CTC because it must be incorrect if you did not get a notification. You can update this information by going to ctc.ca.gov > Credentialing Information > Educator Login (to the left of the screen). Once you are logged in you can review your email address. If the email was not correct or you no longer have access to the email account then watch the video on the CTC website. Ctc.ca.gov > Credentialing Information > Complete Your Program’s Recommendation > click on the video.

**Requirements for a *complete packet also in your “To Do List” on your student portal:**

- Administrative Preliminary
- Certificate of Eligibility
  - $25.00 Processing Fee Payable to CSU, Chico
  - $25.00 Processing Fee Payable to CSU, Chico
- Administrative Request for Recommendation Form
- Administrative Request for Recommendation Form
- CL-777 application from the CTC website; www.ctc.gov/credentials/leaflets.html

**Mailing Address:** CSU, Chico, Credential Services, 400 West First Street, Chico, CA 95929-0480
I authorize the Credential Services at CSU, Chico to share my information pertaining to my qualifications, status, and/or performance in the credential program with faculty in the School of Education, California State University, Chico personnel and personnel from other universities, and with school district, county office of education, or other employing agency personnel, including the Commission on Teacher Credentialing, as necessary.

I understand this form expires in one year and I will need to complete a new form.

Complete in a ball point pen or it will be returned and delay your recommendation.

__________________________________________________________________________  ________________
Signature            Date

Student ID Number ________________________  Phone Number ________________________
First Name ____________________________  Last Name ____________________________  Last for digits of your Social Security XXX-XX-___________
Last Name ____________________________  Birthdate ____________________________
Middle Name _________________________  Employer if applicable: ____________________________
Maiden/Former Name ____________________________

Email Address ______________________________________________________________
The email used at the Commission on Teacher Credentialing if you do not know then go to ctc.ca.gov > Credentialing Information > Educator Login (to the left of the screen). Once you are logged in you can review your email address or change it. It is your responsibility this is correct or you will not receive important notifications from the Commission on Teacher Credentialing, example your recommendation for your credentials.

Completion of the Credential Program
☐ Fall    ☐ Spring    ________ Year

Type of Credential (Choose One)
☐ Preliminary Credential (Applies if you are currently an Administrator)
   Please include the CL-777 Application from the CTC website. www.ctc.ca.gov/credentials/leaflets.html

☐ Certificate of Eligibility (Applies if you are not in an administrative position)

Documents that must be included with this form to Tehama 209, Credential Services OR **Mail.

Certificate of Eligibility
☐ $25.00 Processing Fee Payable to CSU, Chico

Administrative Preliminary
☐ $25.00 Processing Fee Payable to CSU, Chico
☐ CL-777 application from the CTC website; www.ctc.ca.gov/credentials/leaflets.html

**Mailing Address: CSU, Chico, Credential Services, 400 West First Street, Chico, CA 95929-0480

[CREDENTIAL SERVICES ONLY]
PAID $_________ Check Number __________ Receipt from Student Services ________ Initials __________
Issue Date of Credential __________________________
__________________________________________________________________________  1st Proof
RECOMMENDED TO CTC ____________________________ ERST __________ ____________  2nd Proof

[COMMISSION ON TEACHER CREDENTIALING]
Certificate of Eligibility
☐ $25.00 Processing Fee Payable to CSU, Chico

Administrative Preliminary
☐ $25.00 Processing Fee Payable to CSU, Chico
☐ CL-777 application from the CTC website; www.ctc.ca.gov/credentials/leaflets.html

**Mailing Address: CSU, Chico, Credential Services, 400 West First Street, Chico, CA 95929-0480