CREDENTIAL APPLICATION FILING PROCESS

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:

The Process:

- 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.

- The Credential Analyst will check documents, verify eligibility and recommend you 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.

- 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).

- 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:

<table>
<thead>
<tr>
<th>Multiple Subjects (SB 2042)</th>
<th>Single Subject (SB 2042)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Request for Recommendation Form****</td>
<td>☐ Request for Recommendation Form****</td>
</tr>
<tr>
<td>☐ Valid ***CPR Certification/card</td>
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</tr>
<tr>
<td>☐ RICA (official score report) <strong>ALSO</strong> have your scores sent to CSU, Chico</td>
<td></td>
</tr>
</tbody>
</table>

- Preliminary Education Specialist
  ☐ Request for Recommendation Form****
  ☐ Valid ***CPR Certification/card
  ☐ RICA (official score report) **ALSO** have your scores sent to CSU, Chico

- Add-On Education Specialist
  ☐ Request for Recommendation Form****

- Speech Pathologist AND Pupil Personnel Services
  ☐ Request for Recommendation Form****
  ☐ $25.00 Processing Fee, payable to CSU, Chico
  ☐ Basic Skills Test aka CBEST official results

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

***NO online courses accepted Education Code 44259(ca)(4)(A)) ~ Adult, Infant & Child (copy of front/back if it’s a card AND SIGNED

****Found at http://www.csuchico.edu/soe/credential-services.shtml
CREDENTIAL REQUEST FOR RECOMMENDATION
CSU, Chico, Credential Services, Tehama 209

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

COMPLETION OF THE CREDENTIAL PROGRAM
☐ Fall ☐ Spring  ________ Year

TYPE OF CREDENTIAL
☐ Multiple Subjects SB 2042
☐ Single Subject SB 2042:
☐ Multiple Subject SB 2042 w/BCLAD Authorization
☐ Single Subject SB 2042
☐ Concurrent Multiple Subjects SB 2042/Mild/Mod TC3S w/BCLAD Authorization:
☐ Mild/Moderate TC3S
☐ Moderate/Severe TC3S
☐ Moderate/Severe TC3S
☐ Rise Single Subject SB 2042:
☐ Rise Education Specialist Mild/Mod TC3S
☐ Rise Education Specialist Mod/Severe TC3S
☐ Pupil Personnel Services- School Psychology
☐ Speech Language Pathology Services

DOCUMENTS THAT MUST BE INCLUDED WITH THIS FORM TO TEHAMA 209, CREDENTIAL SERVICES OR **MAIL.

Multiple Subjects (SB 2042) Single Subject (SB 2042)
☐ Valid ***CPR Certification/card
☐ RICA (official score report) ALSO have your scores sent to CSU, Chico

Preliminary Education Specialist
☐ Valid ***CPR Certification/card
☐ RICA (official score report) ALSO have your scores sent to CSU, Chico

Speech Pathologist AND Pupil Personnel Services
☐ $25.00 Processing Fee, Payable to CSU, Chico
☐ Basic Skills Test aka CBEST official results ALSO have your scores sent to CSU, Chico

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[CREDENTIAAL SERVICES ONLY]
PAID $___________  Check Number ___________  Receipt from Student Services ___________  Initials ___________  

Issue Date of Credential
ELA1/ ELAM / ELAS / ELAE / BCLAD  SMA / EXAM  ______________________  1st Proof
RECOMMENDED TO CTC ______________________  ERST ______________________  2nd Proof