

**CALIFORNIA STATE UNIVERSITY, EAST BAY
MULTIPLE AND SINGLE SUBJECT
CREDENTIAL APPLICATION PROCESS**

The Commission on Teacher Credentialing (CTC) has instituted a policy where 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.** The current credential fee is \$57.00. Our office will submit your application online to CTC, upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic “C-19” verification letter for you to print. This is your official verification that you will be issued a credential, and you must present a copy of this letter to your County Office of Education. You will not receive a hardcopy of your credential document. Your official credential will be posted on the CTC’s website, www.ctc.ca.gov.

To begin the process, please submit the following materials as a complete packet to the Credential Student Service Center A&E Bldg. Room 235 approximately two weeks before the end of your program. Note: 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. The Credential Student Service Center cannot accept application packets that are not complete.

- _____ Complete the CSU East Bay Credential Processing Application & On-Line Recommendation Request Form.
- _____ CSU East Bay charges a processing fee of **\$25.00** for each Credential application; this may be paid by personal check or money order. Please make payable to CSU East Bay. **We cannot accept cash.**
- _____ You must provide a valid email address that will accept correspondence from CSU East Bay and the Commission on Teacher Credentialing. Please be sure to write this address legibly and as used by your email provider – case sensitive!
- _____ If you have not already done so, please include a copy of your passing RICA score report when applying for your Multiple Subject Preliminary or Clear Credential (not required for Single Subject).
- _____ Basic Skills Requirement (e.g., CBEST), Subject Matter Competence (e.g., CSET) examination results or official subject matter waiver document) should be in your file.
- _____ All grades must be posted.
- _____ Passing status on all four tasks of the Teaching Performance Assessment (TPA).
- _____ Copy of the front/back of your Cardio-Pulmonary Resuscitation card verifying training in infant, child, and adult CPR; it must meet the standards of the American Heart Association or American Red Cross and be valid at the time of the credential application.
- _____ Complete the California State University online exit survey by going to www.csuexitsurvey.org. Print the last page with your confirmation number on it and turn in with your application.

Please keep this page for your records!