



## Credential Application Process & Timeline

CONGRATULATIONS ON THE COMPLETION OF YOUR PROGRAM! Your next step is to apply for the credential/certificate. Read and keep this page for reference as most questions are addressed below.

### Instructions:

1. Log into your CTC Educator page: [Personal Profile](#) and carefully review your personal information, including your email address for accuracy.
  - a. The email address you have on file with CTC is the address that your recommendation notification will be sent to. If your email on file with CTC is incorrect or has changed, you will not receive important notifications and updates regarding your credential.  
If your CSUB email address is on file with CTC, you must update your account with your personal email address prior to submitting your credential application. Your CSUB email address will not be valid once you are no longer a student. **Your application will not be processed with a CSUB email address. CSUB is not responsible for an incorrect email address on the CTC website.**
2. Complete the attached Online Recommendation application.
3. Merge your online recommendation application and supporting documents into ONE PDF. You can use a free PDF merge site such as [I love PDF](#), [PDF Merge](#), or [PDF Joiner](#).
  - a. Use the checklist on the following page to ensure all supporting documents and application is merged into ONE PDF.
  - b. Save your document as Last name\_First name\_CSUB ID\_program
4. Upload your document that is named Last name\_First name\_CSUB ID\_program to the submittal portal. Do not upload zipped or password protected files.

**Failure to follow submittal directions will delay processing time.**

**APPLICATIONS WILL ONLY BE ACCEPTED VIA THE SUBMITTAL PORTAL.**

**SUBMIT YOUR APPLICATION HERE:**

**[CREDENTIAL APPLICATION SUBMITTAL](#)**

### Application Review:

Applications are reviewed and processed in the order they are received.

Applications submitted with coursework in progress will be placed on hold until the end of the term when grades have been posted and all components of the program have been successfully completed. If additional documentation is required, you will be notified via email by the Credentials Office within 4-8 weeks

What to expect once the Credential Office has evaluated and submitted your online recommendation to CTC:

1. You will receive an email from CTC instructing you to complete the online portion of the application, Personal and Professional Fitness Questionnaire, and payment portion of the application. Carefully review your personal information for accuracy. If corrections are necessary, you can make changes here: [Personal Profile](#).

You must complete the online portion of the application within **90 days** of receiving the email. If the online portion of the application and fee is not completed within 90 days of the recommendation, CTC will cancel your application and a new application will be required along with an additional CSUB service fee of \$30.00.

2. Once the online portion of the CTC application has been completed, you will receive a confirmation email from CTC. This confirmation email may be used to temporarily verify your credential status for employment purposes.
3. Provided that there are no extenuating circumstances, you will receive an email from CTC within 7-10 days confirming issuance of your credential and instructions on how to print a copy. A "Yes" answer may delay the issuance of your credential and additional documentation may be required by CTC.

**You are advised to save all CTC emails until your credential has been posted on the CTC website: [www.ctc.ca.gov](http://www.ctc.ca.gov)**

Contact Information:

Bakersfield Campus: Julia Bavier, [jbavier@csub.edu](mailto:jbavier@csub.edu)

Antelope Valley Campus: Jenny St. George, [jst-george@csub.edu](mailto:jst-george@csub.edu)

Credential Analyst: Stephanie Prielipp, [sprielipp@csub.edu](mailto:sprielipp@csub.edu).

# Preliminary Credential Application Checklist for Education Specialist Teacher Candidates and Intern Teachers

Eligibility for the Preliminary Mild/Moderate or Moderate/Severe Credential requires verification of the following:

**\*\*Verification of these items may already be on file. If you are uncertain what is in your file, please contact your evaluator. YOU DO NOT NEED TO RE-SUBMIT ITEMS ALREADY ON FILE. \*\***

- Bachelor's degree from a regionally accredited college or university:** a copy of official transcript (CSUB graduates DO NOT need to submit transcripts).
- Subject Matter Competency:** Verification of Subject Matter – CSETs, Subject Waiver Letter, or Degree Verification
- Basic Skills Requirement:** Verification of Basic Skills – CBEST or [Alternative](#)
- Successful completion of all teacher preparation program coursework as required on your program plan.** (Please be advised we cannot process your application prior to grades posting on your CSUB transcript.)
- U.S. Constitution:** Course (copy of official transcript) or exam (copy of certificate).
- Individual Development Plan:** submit a copy of your complete and signed plan
- RICA:** Required for **Multiple Subject Candidates only**. You must submit a copy of official passing scores, even if you had your scores sent to CSUB.
- Health Education course:** copy of official transcript showing course passed with grade "C" or better. (CSUB transcripts are not required.)
- Valid Certificate of Clearance, Emergency/Substitute Permit, or Intern Credential:** posted on the CTC website.
- Valid CPR Certification:** Must cover "Infant, Child, & Adult". Attach a copy of front/back of CPR card that meets the criteria of the American Heart Association or the American Red Cross.  
Due to COVID19 Online CPR Certification will be accepted. Information can be found here: [Online CPR](#)
- Exit Survey:** You must print and submit a copy of the "Completion" page. We do not receive a confirmation of completion. Complete at: [www.csuexitsurvey.org/](http://www.csuexitsurvey.org/)

## Credential Application for Online Recommendation

DO NOT submit your application directly to CTC – you must be formally recommended by your university. Your document will be issued with the name on file with CTC. If you need to make a name change with CTC use the [41-NC](#) form. Type or print clearly – applications will be returned if not legible or incomplete.

**Candidate Information:**

Social Security #: \_\_\_\_\_ CSUB ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

Former/maiden name(s): \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ CSUB Email: \_\_\_\_\_

Email address on file with CTC: \_\_\_\_\_

**Credential Information:**

Credential area:

Multiple Subject

Single Subject:

Subject area: \_\_\_\_\_

Education Specialist

Mild/Moderate

Moderate/Severe

Administrative Services

Pupil Personnel Services

Type of credential applying for:

Internship

Preliminary

Clear

Certificate of Eligibility

Added Authorization:

To a Multiple/Single Subject:

Supplementary Authorization  
Subject area: \_\_\_\_\_

Subject Matter Authorization  
Subject area: \_\_\_\_\_

Reading & Literacy Auth.

Bilingual (Spanish) Auth.

To an Education Specialist:

Early Childhood

**Employment Information:** (this section is not required for Intern applications)

School District of Employment: \_\_\_\_\_ School Site: \_\_\_\_\_

County: \_\_\_\_\_ Administrator's name: \_\_\_\_\_ Admin's Email: \_\_\_\_\_

By selecting the "I Agree" button you are signing this Application electronically. You affirm this electronic signature is the legal equivalent to your manual/handwritten signature on this Application. You hereby authorize CSU Bakersfield School of Social Science and Education to submit your credential application and materials via the online submission process to California Commission on Teacher Credentialing for issuance of the credential you are requesting. I certify that the information I have provided is true and correct and confirm that I am the student authorized to sign this Application.

"I Agree" \_\_\_\_\_

Type Name

Date