



## ***CREDENTIAL APPLICATION PROCESS AND TIMELINE***

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**APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL OR FAX. Review the following information carefully to ensure you understand the application process.**

**YOU ARE ADVISED TO MAKE COPIES OF YOUR DOCUMENTS PRIOR TO SUBMITTING THEM TO OUR OFFICE.**

- **CONGRATULATIONS ON THE COMPLETION OF YOUR PROGRAM!** Your next step is to apply for your credential/certificate. Complete and return the attached application along with any additional items that may have been previously submitted for your file (refer to checklist on the following page) to the Credentials Office or by mail for evaluation and processing. **DUE TO CONFIDENTIALITY DO NOT EMAIL YOUR APPLICATION.**
- **The email address you have on file with CTC is the address that your recommendation notification will be sent.** If your email on file with CTC is incorrect or has changed, you may not receive notification. To verify or change your personal information with CTC, go to [www.ctc.ca.gov](http://www.ctc.ca.gov), scroll down to the Educator Login button and log in to your account.
- The Credential Office will review documents, verify eligibility, and recommend for the credential using the Commission on Teacher Credentialing (CTC) online processing system. ***Applications will be processed in the order in which they are received.*** Requests 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 2 – 4 weeks after your application was received. **PLEASE DO NOT CALL OR EMAIL REGARDING YOUR APPLICATION STATUS UNTIL AFTER THIS TIME HAS LAPSED.**

### **What to expect once the Credentials Office has submitted your online recommendation to CTC:**

1. You will receive an email from CTC instructing you to complete the online portion of the application, including the 'Personal and Professional Fitness' questionnaire, EXIT SURVEY and application fee\*. ***The CTC processing system requires a credit card to complete this step.*** Carefully review your personal information. 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 your email\*.
2. You will receive a confirmation email verifying completion. This payment 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 e-mail from CTC confirming issuance of your credential and instructions on how to print a copy. **You are advised to save all confirmation emails until your credential has been posted to the CTC website [www.ctc.ca.gov](http://www.ctc.ca.gov).**

\*If CTC's portion of the application and fee is not completed within 90 days of the recommendation, CTC will cancel your recommendation and a new application and fee must be submitted to CSUB to resubmit the recommendation.

✦**DEPENDING UPON VOLUME, PROCESSING TIME MAY TAKE 2-4 WEEKS FOR YOUR APPLICATION TO BE REVIEWED** ✦ **APPLICATIONS ARE PROCESSED ON A FIRST COME FIRST SERVED BASIS** ✦

For questions regarding the application process: 661/654-3074 or [sprielipp@csub.edu](mailto:sprielipp@csub.edu).

# Education Specialist Credential Application Checklist

Eligibility for a *Clear 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.**

- Successful completion of the Professional Clear Induction program.** Coursework options must be approved on your program plan by your advisor. A program change form must be on file for any changes. Please be advised that we cannot process your application prior to the grades being posted on your CSUB transcript.
- Current CPR certification**, covering “Infant, Child & Adult”. Attach a copy, front and back, of your valid CPR card that meets the criteria of the American Heart Association or the American Red Cross. Online CPR certification is NOT accepted unless you can provide verification of having completed a recently expired face-to-face course. [C P R](#)

***Additional requirements for Level I Education Specialist Credential holders transitioning to a Clear credential also must satisfy:***

- Health Education Course:** copy of official transcripts.
- Technology for Education Specialist:** passage of EDSP 415.

## **Bakersfield Campus:**

Julia Bavier 661/654-3193 or [jbavier@csub.edu](mailto:jbavier@csub.edu)

## **Antelope Valley Campus:**

Eric Anderson 661/952-5083 or [eanderson@csub.edu](mailto:eanderson@csub.edu)

*School of Social Sciences and Education*  
**Credential Application for On-line Recommendation**

**DO NOT submit your application directly to CTC – you must be formally recommended by your university**  
**TYPE OR PRINT CLEARLY – applications will be returned if not legible**

Social Security #: \_\_\_\_\_ CSUB ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(REQUIRED) (REQUIRED) (REQUIRED)

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

All Former/Maiden Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_  
(MUST MATCH THE ONE ON FILE WITH CTC)

**Select Type of Credential applying for:**

**Preliminary:**

Multiple Subject  
Single Subject  
Subject Area: \_\_\_\_\_

Education Specialist:  
Mild/Moderate Disabilities  
Moderate/Severe Disabilities

Administrative Services

**Professional Clear:**

Education Specialist:  
Mild/Moderate Disabilities  
Moderate/Severe Disabilities

Administrative Services

**Internship:**

Multiple Subject  
Single Subject  
Subject Area: \_\_\_\_\_

Education Specialist  
Mild/Moderate Disabilities  
Moderate/Severe Disabilities

**Certificate of Eligibility:**

Administrative Services

**Clear Pupil Personnel Services:**

School Counseling

**Added Authorizations:**

**To Multiple or Single Subject:**

Supplementary Authorization  
Subject Area: \_\_\_\_\_

Subject Matter Authorization  
Subject Area: \_\_\_\_\_

Reading Certificate

**To Education Specialist:**

Autism Spectrum Disorder  
Early Childhood

**Complete if you are employed or have been offered employment:**

**\*\*Not required if applying for an Intern Credential\*\***

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

County: \_\_\_\_\_ Administrator Name: \_\_\_\_\_ Admin. Email: \_\_\_\_\_

*I authorize CSU, Bakersfield's School of Social Sciences and Education to forward my credential application and materials via the online submission process to the Commission on Teacher Credentialing for issuance of the credential I have requested. I certify that the information I have submitted is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Due to confidentiality of information, applications cannot be faxed or emailed.***

**Return completed applications to the Credentials Office or by mail**

**Bakersfield Campus:** Education Bldg. Room 102

California State University, Bakersfield  
School of Social Sciences and Education  
22 EDUC  
9001 Stockdale Highway  
Bakersfield, CA 93311-1022

**Antelope Valley Campus:** Teacher Education Dept. Bldg. 300

California State University, Bakersfield/AV  
Teacher Education Dept.  
32 AVC  
43909 30<sup>th</sup> Street West  
Lancaster, CA 93536