CREDENTIAL RECOMMENDATION REQUEST
Application Instructions

Important: INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

An academic exit with a faculty advisor must be completed prior to submission of the application.

CLU PROCESSING FEE: $40 (non-refundable)
Application must be accompanied by proof of payment of CLU application fee. Fee must be made at https://commerce.cashnet.com/clusoe. We DO NOT accept cash, check nor money order. Applications submitted without fee will be returned to applicant. Note that an additional application fee will be required by the CCTC at the time of online completion of application process. This fee will vary according to credit posting with CCTC.

CREDENTIAL REQUEST PROCESS

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid email address and a credit or debit card for payment.

1. Complete the attached Credential Request Form and submit it to the Credential Office
2. Submit all necessary items specified for type of credential:

Multiple Subject
- RICA
- CPR Certification (Adult, Infant & Child)

Single Subject
- CPR Certification (Adult, Infant & Child)

Education Specialist: Preliminary
- RICA
- CPR Certification (Adult, Infant & Child)
- Verification of Health Education Course (D/HH only)
- Verification of Reading Course (D/HH only)
- Verification of American Sign Language (D/HH only)

Education Specialist Level II
- Verification of Technology Course
- Verification of Health Education Course
- CPR Certification (Adult, Infant & Child)
- Verification of 2 years Education Specialist Experience (Form CL-41 EXP)

Administrative Services Preliminary (Certificate of Eligibility does not require form CL-777)
- Verification of 5 years teaching experience (Form CL-41 EXP)
- Verification of Employment as an Administrator (Form CL-777)
- Valid Clear Credential

Pupil Personnel Services
- Verification of Basic Skills (CBEST or equivalency)
BEFORE SIGNING AND SUBMITTING APPLICATION, CHECK THE FOLLOWING:

☐ Application is complete
☐ $40 processing fee receipt included
☐ If applicable, Verification of Experience and/or Verification of Employment form(s) included
☐ Official transcript(s) for any credential courses not completed at CLU
☐ Application materials photocopied for records
☐ Academic exit with faculty advisor is completed

Submit application materials to the Graduate School of Education office at CLU, or mail to:

Credentials Office
CLU Graduate School of Education
60 West Olsen Road #4100
Thousand Oaks, CA 91360-2700

AFTER SUBMISSION:

➢ Credential Analyst will verify information, confirm eligibility and recommend for the credential. This process will not take place until final grades are posted.
Requests will be processed in the order in which they are received. If additional documentation is required, you will be informed via email.

➢ You will receive notification of recommendation from the CCTC via email. Follow the instructions in the email and submit payment. Once payment is submitted you will receive notice of receipt. Providing there are no extenuating circumstances, you will receive confirmation that your credential has been issued in a minimum of 10 business days, followed by a notice of granting. All CCTC notices take place via email.

For detailed instructions on this process, go to http://www.callutheran.edu/education/credential-office/

Additional questions? Contact Credential Analyst at credinfo@callutheran.edu

SUBMIT APPLICATION ONLY
RETAINTHESEINSTRUCTIONS FORREFERENCE
REQUEST FOR CREDENTIAL RECOMMENDATION

1. PERSONAL INFORMATION

Social Security Number: __________ - __________ - __________

Date of Birth: __________ - __________ - __________

Name: ____________________________

First   Middle   Last

All Former/Maiden Names: ________________________________________________

Home Phone: (          ) ____________________________ Work Phone: (          ) ____________________________

Email Address: ________________________________________________________

Can NOT accept AOL email addresses. Please use an alternate address.

2. SELECT TYPE OF CREDENTIAL

MULTIPLE SUBJECT

□ Preliminary

□ Clear

□ Supplementary or Subject Matter Auth.

________________________________________

SINGLE SUBJECT

□ Preliminary

□ Clear

Authorized Field (Subject)

________________________________________

ADDED AUTHORIZATION

□ Reading Certificate

EDUCATION SPECIALIST

□ Preliminary: __ M/M __ M/S __ DHH

□ Level II: __ M/M __ M/S __ DHH

ADMINISTRATIVE SERVICES

□ Certificate of Eligibility

□ Preliminary

□ Clear

PUPIL PERSONNEL SERVICES

□ School Counseling

□ Child Welfare and Attendance

3. SIGNATURE OF APPLICANT:

I certify that I have read and understand that in order to receive my credential I must follow the instructions that will be provided to me by email. I understand that if I do not respond to the email within 90 days I will need to contact the credential office, request resubmission of my data to the CTC system and pay an additional processing fee.

__________________________________________  ________________________

Signature  Date