## **Credential Application Process**

#### EDUCATION SPECIALIST CREDENTIAL PROGRAM

### **Applying for your Credential**

# The application recommendation is a two-step process :

- Applications are due to the Credential Preparation Center in order for CSUF to electronically recommend you for a Credential.
- 2. Once recommended by CSUF, you will receive an <u>email</u> from the CTC (Commission on Teacher Credentialing) with instructions on how to complete the second portion of the application process.

### **Applying for your Credential**

Return the following documents:

- 1. Education Specialist Application
- 2. \$25.00 CSUF Online Processing Fee
- 3. A <u>copy</u> of your <u>Official</u> RICA scores (*MMSN & ESN only*) (received via PDF, only need 1<sup>st</sup> page)
- 4. A <u>copy</u> of your <u>Official</u> TPA scores (*MMSN & ESN only*)

### **Applying for your Credential**

**Preliminary Education Specialist Application** 

- Fill in all fields
- If Bilingual Authorization has been completed, list language

#### Common Questions:

<u>Name</u>: Print your current legal name (regardless if changed with CSUF, etc).

<u>Email Address</u>: Print the email address you currently use (does NOT have to be CSUF email address). *Please make sure your CTC profile reflects your current email address. You can update this information at <u>www.ctc.ca.gov</u>.* 

#### **Application Deadlines**

While there is not a mandatory deadline, <u>May 17, 2024</u> is the earliest date your Credential can be issued:

If we receive your documents by May 17<sup>th</sup> and you have completed the Credential Program:

By July 8<sup>th</sup>, you should receive an instructional email from CTC on how to complete the remainder of the online application process <u>(see next slide for preview)</u>. Once completed, a payment confirmation will be emailed to you from CTC. After 5 days, start checking for your credential document on the CTC website at:

https://educator.ctc.ca.gov/esales\_enu/start.swe?SWECmd=GotoView&SWEBHWND=&SWEView=Login+View&S RN=&SWEHo=educator.ctc.ca.gov&SWETS=1505513812

If you have any questions during your online application process, please email the CTC at <u>credentials@ctc.ca.gov</u>.

*Tip: If you turned everything in & did not receive an email from CTC, please call the Credential Preparation Center at 657-278-3205.* 

#### **CTC Online Application Process**

After logging in per CTC email instructions, look under "**Recommends**" heading. The credential you have been recommended for will be listed here. Change the drop down box from "No" to "Yes" and **click** "Complete." Proceed with the remaining portion of the application and CTC fee payment.

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#### **Credential Issuance Dates**

Preliminary Education Specialist Teaching Credentials are valid for 5 years.

Application materials received on <u>or</u> before May 17, 2024 Issuance dates: May 17, 2024 – June 1, 2029

> Application materials received <u>after</u> this date still have issuance dates of 5 years. Example = application materials received July 7 Issuance dates : July 7, 2024 – August 1, 2029

*Tip: Keep in mind, once you hold a preliminary credential you never repeat the credential program if your credential expires!* (More information on Expiration dates & Extensions on following slides)

#### **Your Credential Document**

## Once your Education Specialist Credential document has been granted by CTC, you can view at:

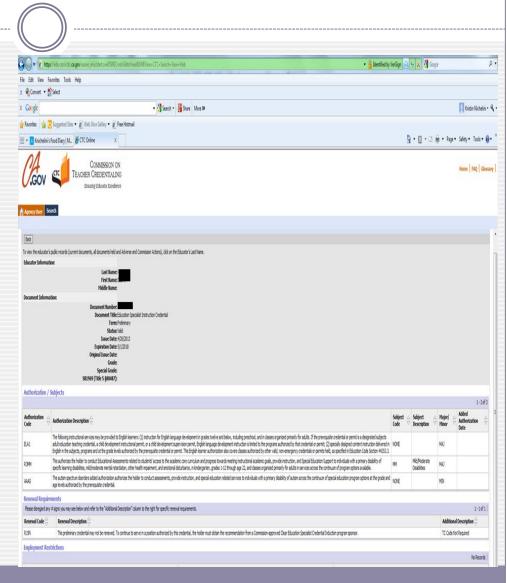
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#### **Your Credential Document**

# Credential document sample:

This is considered your official Credential. Be sure to submit this document with any job application(s).



#### **Your Credential Document**

Preliminary Education Specialist Teaching Credential includes: ELAE, SDAIE and ELD within content being taught. If asked for additional documents indicating these requirements, attach an additional copy of your credential.

ELAE: English Learner Authorization for Education Specialist ELD: English Language Development SDAIE: Specially Designed Academic Instruction in English

#### **Requirements to Clear**

#### <u>Complete an Induction Program</u>

CSUF offers this program, more information found at: <u>http://ed.fullerton.edu/sped/</u>OR

https://extension.fullerton.edu/ProfessionalDevelopment/teacher-induction

#### **Appeal for Extension**

If your credential expires before you clear it:

1. Don't panic! Once you hold a preliminary credential, you do not need to repeat the credential program.

2. Appeal for an Extension to the CTC.

- Keep in mind that you can file an extension once in your lifetime so it's unofficially recommended that you wait do this until you are hired for a teaching position. You can still apply for teaching positions even with an expired credential.
- Keep in mind you will never "lose" your preliminary credential even though it may expire & you will not be able to teach on it, it will always be part of your record/file with the CTC.

#### Moving Out of State?

- 1. Contact that State's Department of Education to request an application packet.
- 2. Most states require that an Out-of-State Verification Form / Institutional Recommendation Form be completed by CSUF. If so, mail, fax, deliver or email it to <u>rclovery@fullerton.edu</u>.

#### **Congratulations!**

Contact information:

Credential Preparation Center College Park, Suite 540 (657) 278-3205 <u>http://ed.fullerton.edu/cpc/</u>