

# Credential Application Process



## **EDUCATION SPECIALIST CREDENTIAL PROGRAM**

# Applying for your Credential



## The application recommendation is a two-step process :

1. 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 email 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 copy of your Official RICA scores (*MMSN & ESN only*)  
*(received via PDF, only need 1<sup>st</sup> page)*
4. A copy of your Official 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:

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

Email Address: 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 [www.ctc.ca.gov](http://www.ctc.ca.gov).***

# Application Deadlines



While there is not a mandatory deadline, **May 17, 2024** 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 *(see next slide for preview)*. 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&RN=&SWEHo=educator.ctc.ca.gov&SWETS=1505513812](https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEBHWND=&SWEView=Login+View&RN=&SWEHo=educator.ctc.ca.gov&SWETS=1505513812)

If you have any questions during your online application process, please email the CTC at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

*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.

CTC Online - Windows Internet Explorer

https://educator.ctc.ca.gov/esales\_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Educator+Login+View+Web

Commission on Teacher Credentialing

CA.GOV CTC COMMISSION ON TEACHER CREDENTIALING Ensuring Educator Excellence

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Agency User Search Educator Page

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: [REDACTED] Last Known County of Employment: Adverse and Commission Actions Indicator: Fingerprint Process Complete: Y

Note: Please verify County of Employment is current.  
Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.  
Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website.

Document Application Adverse and Commission Actions

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
>	Education Specialist Instruction Credential	Preliminary	Valid	10/8/2012	11/1/2017			
>	Education Specialist Instruction Credential	Internship	Valid	10/1/2012	11/1/2014	10/1/2012		
>	30-Day Substitute Teaching Permit	Emergency	Valid	1/18/2012	2/1/2013	1/18/2012		
>	Certificate of Clearance	Valid	Valid	2/18/2011	3/1/2016			

**Recommends**

Complete | Return Application to Authorized Agency | Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency" with the Return Reason.

Select	Document Title	Term	Application Status	Issue Date	Return Reason	
>	No	Education Specialist Instruction Credential	Preliminary	Recommended	3/22/2013	

**Renewals/Reissuances**

Complete | Select "Yes" next to the Document Title and click "Complete"

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
>	No	30-Day Substitute Teaching Permit	Emergency	Valid	1/18/2012	2/1/2013	1/18/2012	

**Web Applications**

Create New | Complete | Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Select	Document Title	Application Status
>		

Internet | Protected Mode: On

# Credential Issuance Dates



Preliminary Education Specialist Teaching Credentials  
are valid for 5 years.

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

Application materials received after 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:

[https://educator.ctc.ca.gov/esales\\_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Search+View+We](https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Search+View+We)

The screenshot shows the CTC website interface. At the top, there is a navigation bar with the CTC logo and the text "COMMISSION ON TEACHER CREDENTIALING". Below this, there is a search bar and a "Document Number:" field. The user's name is displayed as "Last Name: ROSSEL, First Name: CEZAR, Middle Name: [REDACTED]". The "Last Known County of Employment:" is also visible. Below the search bar, there is a table with columns for "Document Number", "Document Title", "Term", "Status", "Issue Date", "Expiration Date", "Original Issue Date", "Grade", and "Special Grade". The table contains three rows of data. Below the table, there is a section for "Authorization/Subjects" with a table listing authorization codes and descriptions.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
[REDACTED]	Education Specialist Instruction Credential	Preliminary	Valid	4/26/2013	5/1/2018			
12345678	Education Specialist Instruction Credential	Internship	Valid	8/23/2012	9/1/2014	8/23/2012		
10112233	Certificate of Clearance		Valid	7/26/2011	8/1/2016			

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44553.3.	NONE		MAJ	
E3M4	This authorizes the holder to conduct Educational Assessments related to students' access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals with a primary disability of specific learning disabilities, mild/moderate mental retardation, other health impairment, and emotional disturbance, in kindergarten, grades 1-12 through age 22, and classes organized primarily for adults in services across the continuum of program options available.	EN	Mild/Moderate Disabilities	MAJ	
AAAS	The autism spectrum disorders added authorization authorizes the holder to conduct assessments, provide instruction, and special education related services to individuals with a primary disability of autism across the continuum of special education program options at the grade and age levels authorized by the prerequisite credential.	NONE		MIN	



# Your Credential Document

Credential document  
sample:



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

The screenshot displays the California State Board of Education's Credentialing System (CTC) website. The page shows the user's profile information, document details, and a table of authorization subjects.

**Document Information:**

- Document Number: [REDACTED]
- Document Title: Education Specialist Instructional Credential
- Term: Preliminary
- Status: Valid
- Issue Date: 4/26/2013
- Expiration Date: 5/1/2018
- Original Issue Date: [REDACTED]
- Grade: [REDACTED]
- Special Grade: [REDACTED]
- 581969 (Title 5 §80487)

**Authorization / Subjects**

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
EA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; (2) the prerequisite credential or permit is a designated subject adult educator teaching credential, a child development instructional permit, or a child development supervisor permit; English language development instruction is limited to the programs authorized by that credential or permit; (3) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44533.3.	NONE		MAJ	
R2M	This authorizes the holder to conduct Educational Assessments related to students' access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals with a primary disability of specific learning disabilities, mild/moderate mental retardation, other health impairment, and emotional disturbance, in kindergarten, grades 1-12 through age 22, and classes organized primarily for adults in services across the continuum of program options available.	HN	Mild/Moderate Disabilities	MAJ	
AAAS	The autism spectrum disorders added authorization authorizes the holder to conduct assessments, provide instruction, and special education-related services to individuals with a primary disability of autism across the continuum of special education program options at the grade and age levels authorized by the prerequisite credential.	NONE		MIN	

**Renewal Requirements**

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
R2M	This preliminary credential may not be renewed. To continue to serve in a position authorized by the credential, the holder must obtain the recommendation from a Commission-approved Clear Education Specialist Instructional Program sponsor.	TC Code Not Required

**Employment Restrictions**

No Records

# 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



## Complete an Induction Program

CSUF offers this program, more information found at:

<http://ed.fullerton.edu/sped/> 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 to 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 [rclovery@fullerton.edu](mailto:rclovery@fullerton.edu).

# Congratulations!



Contact information:

Credential Preparation Center

College Park, Suite 540

(657) 278-3205

<http://ed.fullerton.edu/cpc/>