Jim and Judy Watson COE Student Services
Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: http://credentials.csusb.edu
Telephone#: (909) 537-7401

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION
ADMINISTRATIVE SERVICES (CERTIFICATE OF ELIGIBILITY/PRELIMINARY)

The submission of the Application for Credential Recommendation (includes all required documentation) initiates a program evaluation and the formal credential recommendation by a Credential Analyst to the Commission on Teacher Credentialing (C.T.C.). Due to Credential Processing working from a remote location, applications may be submitted via email to credrec@csusb.edu at the beginning of the last semester of program coursework and after all of the program requirements have been successfully completed. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program) in order to be formally recommended for the credential by CSUSB.

The recommended credential issuance date will be the official program completion date (includes coursework, and examination(s), if applicable) -OR- if three months have passed since the official program completion date, the recommended credential issuance date will be the date the completed application was officially accepted by Credential Processing.

The results of the program evaluation will be sent to the e-mail address provided on the Application for Credential Recommendation within approximately 10 – 15 business days from the submission date of the complete application. Applications with coursework-in-progress will not be formally recommended to C.T.C. until 2 - 4 weeks after CSUSB grades have been posted.

REQUIRED DOCUMENTATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is at the Jim and Judy Watson, College of Education Student Services prior to or at the time of submission of the Application for Credential Recommendation.

APPLICATION FOR CREDENTIAL RECOMMENDATION: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the *$25 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

BASIC SKILLS REQUIREMENT: All applicants must have submitted verification of successful completion of the Basic Skills Requirement to the Jim and Judy Watson COE Student Services.

ADMINISTRATOR PERFORMANCE ASSESSMENT: All applicants that have **taken and passed the CalAPA, are required to submit verification of successful passage via the official copy of the electronic CalAPA Cycle Performance Summary Score Report (unique bar code required). NOTE: This applies to candidates who entered into the program Fall 2019 and after.

COLLEGE/UNIVERSITY TRANSCRIPTS: All applicants that have completed any of the program coursework at another institution are required to submit the updated official transcript(s) and verification of the approved equivalency via a Request for Course Substitution or program plan approved and signed by the Program Coordinator.

VERIFICATION OF TEACHING EXPERIENCE: All applicants are required to submit verification of at least five (5) years of successful full-time teaching or service experience from the personnel office (with wet signature or email directly sent to credrec@csusb.edu). NOTE: Full-time experience is defined to be a minimum of four hours per day, five days a week, for 75% of a school year. Substitute or part-time service does not apply.

OFFER OF EMPLOYMENT: Preliminary applicants with an offer of employment in an administrative position are required to submit a Verification of Employment as an Administrator (CL-777) form completed by the employing school district/agency personnel office (with wet signature or email directly sent to credrec@csusb.edu). If the applicant does not have an offer of employment in an administrative position, a Certificate of Eligibility will be issued. NOTE: The date provided in section 2 of the CL-777 form cannot be more than two (2) months prior to the submission date of the application.

PROGRAM PLAN: All applicants are required to have a current Program Plan completed and signed by the Program Coordinator.

PREREQUISITE CREDENTIAL: All applicants are required to hold a valid California Clear or Life basic/services credential (excludes Emergency, Short-Term Staff and Provisional Internship Permits) OR Clear or Life Designated Subjects credential (requiring a bachelor's degree). NOTE: The validity of the prerequisite credential will be verified by the Credential Analyst via the C.T.C. website.

*Fee subject to change.

**Executive Order N-66-20 and Senate Bill 820 allows a candidate to postpone completion of the CalAPA for the issuance of the Preliminary credential however, the candidate will be required to complete CalAPA in order to qualify for the Clear credential. This applies to candidates that were unable to complete this requirement between March 19, 2020 to August 31, 2021.

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APPLICATION FOR CREDENTIAL RECOMMENDATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is on file at the Jim and Judy Watson College of Education Student Services Office prior to or at the time of submitting the Application for Credential Recommendation. *NOTE: To complete this form, download and/or print the pdf document.*

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1. **PERSONAL INFORMATION**

   Student Identification Number: _____

   Applicant's Name: _____
                    First   *Middle*   *Last*

   All Former Name(s): _____

   Address: _____
         Number and Street   *City*   *State*   *Zip Code*

   Home/Cell Phone: _____   Work Phone: _____

   Email Address (MyCoyote or Personal): _____

2. **CREDENTIAL INFORMATION**

   CREDENTIAL TYPE: ADMINISTRATIVE SERVICES

   CREDENTIAL TERM (select one): _____

   Have you passed the CalAPA cycles 1, 2, and 3 (select one):

   _____

   List all CSUSB program coursework for which you are currently enrolled, if applicable (Example: EDUC 603. EDUC 631):

   _____

3. **TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE**

   I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of the application, I am required to follow through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to reprocess an Application for Credential Recommendation with the appropriate fees. I hereby certify under the penalty of perjury that all the required documentation and foregoing information submitted for this application are true and correct.

   Applicant's signature: _____   Date: _____

State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF EMPLOYMENT AS AN ADMINISTRATOR
To be Completed by Employing Agency

1. Personal Information

Applicant's Full Legal Name: _____ _____ _____
          First   *Middle*   *Last*

Social Security Number: _____

2. Employing Agency

Title of Administrative Position: _____

Date Initial Employment in an Administrative Position is to begin (mm/dd/yy):_____

Name of Employing Agency: _____

Mailing Address: _____
                                        Street

_____ _____ _____
                        City   *State*   *ZIP*

County of Employment: _____ Telephone: (_____) _____

Name of Immediate Supervisor: _____

Position: _____

Approved by:

_____ _____
    Name of Employer or Designee (print or type)   *Title of Employer or Designee*

_____ _____
        Signature of Employer or Designee   *Date*

3. Tentative Plan for Developing the Individualized Induction Plan

Mentor Tentatively Assigned to Credential Holder: _____

Position of Mentor: _____

Employing Agency:_____

Agency Tentatively Selected for Development of Individualized Induction Plan and Completion of Professional-level Program:

_____

I am aware that I am expected to enroll in a clear administrative induction program upon placement in an administrative position but no later than one year from activation of the preliminary credential.

_____ _____
            Signature of Applicant   *Date*

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FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the $25 non-refundable processing fee via one of the methods below.
NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

IN PERSON
Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). ***Due to the current COVID-19 situation, the pay in-person option is not available.***

ON-LINE (MyCoyote Account)
Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at http://www.csusb.edu/
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

ON-LINE (Without MyCoyote Account)
Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at https://commerce.cashnet.com/eCampus
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment