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 1st 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:

<u>Name:</u> 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.

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 17th and you have completed the Credential Program:



By July 8th, 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:

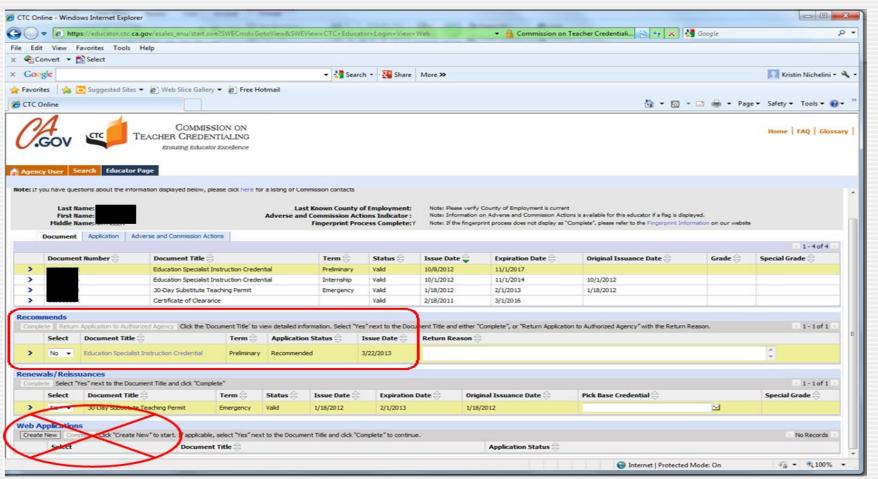
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If you have any questions during your online application process, please email the CTC at credentials@ctc.ca.gov.

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.



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

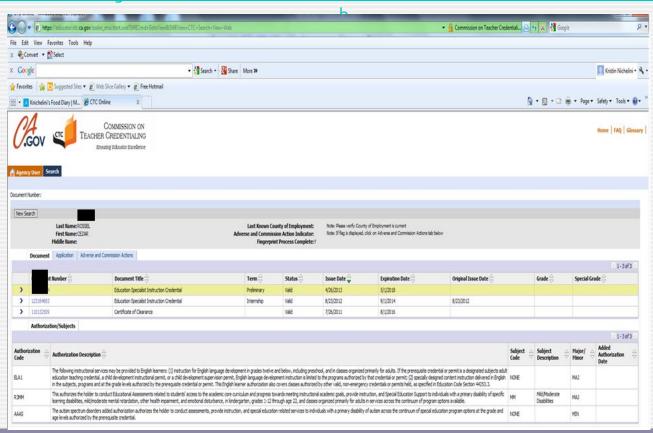
Tip: Keep in mind, once you hold a preliminary credential you never repeat the credential program if your credential expires!

(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:

https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Search+View+We



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

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 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?

- 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.

Congratulations!

Contact information:

Credential Preparation Center College Park, Suite 540 (657) 278-3205

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