

CREDENTIAL REQUEST INSTRUCTIONS

Please submit the following to the Credential Office:

- Credential Request Form
- Complete Request for Cal Poly Transcript form
- Personal Check or Money Order for \$29 made payable to Cal Poly
- Official Transcripts documenting completion of approved coursework taken at institutions other than Cal Poly, which have not previously been submitted.
- Complete the CSU Exit Survey. Complete www.CSUexitsurvey.org, printing out the last page ([see example](#)) and submit it with your Credential Request Form. **This survey is NOT required for Education Specialist LEVEL II, Administrative Services (ELAP), PPS, and Clear Multiple Subject and Clear Single Subject applicants.**

CREDENTIAL REQUEST PROCESS

If you are in your last quarter of your credential program and Cal Poly coursework is the only thing left to complete, it is time to request your credential. To do this using the new California Commission on Teacher Credentialing (CTC) online processing system, you must have an e-mail address and be able to use a credit card for payment. **PLEASE NOTE:** AOL and Netscape accounts block the CTC emails from being sent to you. If you have one of these accounts please create a free HOTMAIL or YAHOO account. **WE WILL NOT RECOMMEND YOU IF YOU HAVE AN AOL OR NETSCAPE ACCOUNT.** Examination requirements, CPR Certification (if applicable) and coursework in progress at institutions other than Cal Poly must be completed prior to submitting the Credential Request. Initiating this process during the 8th week of your last quarter of coursework will insure timely processing.

The Process:

- **Complete the attached *Credential Request Form* and submit it to the School of Education, Student Information Center or mail to: Cal Poly School of Education, Bldg. 2 Room 120, San Luis Obispo, CA 93407-3189**
- **Include with your request the items specified in the appropriate checklist on the next page, or from the letter that you have received.** Note that there is no need to duplicate materials that have been previously submitted. (*Transcripts from institutions other than Cal Poly must be official; they have to be in sealed envelopes. Employment forms must have an appropriate signature. Exam and CPR documentation should be photocopied. For CPR, please provide a copy of the front and back of your signed CPR card, online CPR certification is not acceptable for recommendation of credential.*)
- **The Cal Poly School of Education, Student Information Center will check documents, verify eligibility and recommend for the credential.** Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. (*Requests submitted with coursework in progress will be partially processed, then held. Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time it will be returned to the applicant. Processing will be completed at the end of the quarter when grades are posted.*) If additional documentation is required you will be informed by email.
- **Once the School of Education, Student Information Center has submitted the online recommendation (after you are completely finished) you will be notified by CTC to complete the personal and professional fitness questions, and payment portions of the process.** Once completed the CTC will send you an email with a payment confirmation number.
- **Providing there are no extenuating circumstances, you will receive confirmation that your credential has been issued. This final notice is the one you will use for employment. All notices, (3) will take place via e-mail.**
- **Any questions regarding this process please contact our office at (805) 756-2126**

CREDENTIAL REQUEST INSTRUCTIONS

Please submit the following to the School of Education, Student Information Center; Bldg: 2 Room: 120. *Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time it will be returned to the applicant.*

All Programs:

- Credential Request Form
- Complete Request for Cal Poly Transcript form (if currently enrolled in coursework or have taken coursework at Cal Poly since completion of a credential program)
- Check for \$29 made payable to Cal Poly (\$25 processing fee, and \$4 Cal Poly transcript request fee)
- Items listed under appropriate checklist, or from letter you have received
- Official Transcripts documenting completion of approved coursework taken at institutions other than Cal Poly, which have not previously been submitted

Multiple Subject

- RICA
- U.S. Constitution
- CPR Certification –Adult, Infant, and Child*
- CSU Exit Survey

Single Subject

- U.S. Constitution
- CPR Certification –Adult, Infant, and Child*
- CSU Exit Survey

Ryan Multiple/Single Subject Clear

- CPR Certification –Adult, Infant, and Child*

Level I Education Specialist or Certificate of Eligibility

- RICA
- Program Exit Form Signed by Advisor
- CSU Exit Survey
- Verification of employment as an Education Specialist CL-777.1 (For Preliminary Level I <http://www.ctc.ca.gov/credentials/leaflets/cl777-1.pdf>)

Level II Education Specialist

- CPR Certification – Adult, Infant & Child*
- Verification of 2 years Education Specialist experience
- Program Assessment Exit Form Signed by Advisor

Preliminary Administrative Services or Certificate of Eligibility

- Program Completion Form signed by Advisor
- Verification of 3 years teaching experience (Certificate of Eligibility & Preliminary)
- CBEST
- Verification of employment as an Administrator CL-777 (For Preliminary only <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>)

Clear Administrative Services

- Verification of 2 years administrative experience (Clear)
- Program Completion Form signed by Advisor

Pupil Personnel Services

- CBEST

*Online CPR certification is not acceptable for recommendation of credential.

Any questions regarding this process please contact our office at (805) 756-2126

CAL POLY STATE UNIVERSITY, SAN LUIS OBISPO
SCHOOL OF EDUCATION, STUDENT INFORMATION CENTER
CREDENTIAL REQUEST FORM

Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time it will be returned to the applicant.

Applicant's Full Legal Name (as it will be printed on your credential document) **and Mailing Address:** *(Please print clearly)*

(First) (Middle) (Last)

(Street)

(City) (State) (Zip Code)

Social Security #: _____ - _____ - _____ **Date of Birth:** _____ / _____ / _____

All Former/Maiden Name(s): _____

Home Phone: () _____ **Work or Cell Phone:** () _____

E-Mail Address: _____ **EMPLID #:** _____

✓ **Please check the credential or certificate for which you are initiating a request.**

___ **Multiple Subject**
___ *BCLAD* _____ *(Language)*
___ *Preliminary*
___ *Clear*
___ *Supplementary / Subject Matter Auth.*

___ **Education Specialist**
___ *Mild/Moderate*
___ *Moderate/Severe*
___ *Certificate of Eligibility*
___ *Preliminary Level I*
___ *Clear Level II*

___ **Single Subject**
Subject(s): _____
___ *Preliminary*
___ *Clear*
___ *Supplementary / Subject Matter Auth.*

___ **Administrative Services**
___ *Certificate of Eligibility*
___ *Preliminary Tier I*
___ *Clear Tier II*

___ **Agriculture Specialist Credential**

___ **Pupil Personnel Services**
___ *School Counseling*

___ **Other** _____

With my signature, I authorize the School of Education to release information concerning my credential application to inquiring school agencies and offices that may be considering me for employment. I also authorize the School of Education to forward my credential information to the California Commission on Teacher Credentialing for issuance of the credential(s) that I have requested.

Student Signature: _____ **Date Submitted:** _____

(Office use only)

TRANSCRIPT REQUEST FORM

INSTRUCTIONS: (Processing time: Up to 10 business days)

- Requests must be signed by student as stated in the Family Educational Rights Privacy Act of 1974.

STUDENT ID#

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_____ *Date of Birth*

_____ *Phone / E-MAIL*

STUDENT NAME:

_____ *Print: Last First Middle (former name if applicable)*

_____ *Address City State*

X _____

Student Signature (REQUIRED)

Payment:

- Cashier's Receipt
- Check Money Order
- Cashnet pymt receipt # _____

Term Last Enrolled (if known): _____

Were you enrolled prior to Fall 1987? Yes No

Check all that apply to your academic history at Cal Poly:

- Undergraduate Graduate Extended Educ./Continuing Educ
- Summer Workshop Vocational Technical Cert. Program

IF YOU HAVE A TRANSCRIPT HOLD, THIS REQUEST WILL NOT BE PROCESSED.

Special Instructions

- Enclose attachment / use provided prepaid shipping
- Wait for current term's Work in Progress
- Wait for final grades to post ***this term***
- Wait for Degree to post. Please check one:
 - Bachelor or Master

Send transcript after GRADE CHANGE is processed for:

Course & No. _____ Term/Yr. _____

Course & No. _____ Term/Yr. _____

For additional transcripts, please refer to http://www.ess.calpoly.edu/_records/forms/

Send 1 to:

School of Education
Ed. 02 / 120
Cal Poly State University

****Campus Mail****