

CREENTIAL RECOMMENDATION REQUEST

Application Instructions

Important: INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

CLU PROCESSING FEE: **\$50 (non-refundable)**

Application must be accompanied by proof of payment of CLU application fee. Fee must be made at <https://commerce.cashnet.com/clusoe> . We **DO NOT** accept cash, check nor money order in person. ****Note that an additional application fee will be required by the CTC at the time of online completion of application process.**

CREENTIAL REQUEST PROCESS

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid email address and a credit or debit card for payment.

1. **Complete the attached Credential Request Form and submit it to the Credential Office**
2. **Submit all necessary items specified for type of credential:**

Multiple Subject

- RICA
- CPR Certification (Adult, Infant & Child)
- edTPA Results

Multiple Subject w/BLA

- RICA
- CPR Certification (Adult, Infant & Child)
- edTPA Results
- Pass CSET Spanish V or EDLT 575

Single Subject

- CPR Certification (Adult, Infant & Child)
- edTPA Results

Single Subject w/BLA

- CPR Certification (Adult, Infant & Child)
- edTPA Results
- Pass CSET Spanish V or EDLT 575

Education Specialist: Preliminary

- RICA
- CPR Certification (Adult, Infant & Child)
- edTPA Results
- Verification of Health Education Course (**D/HH only**)
- Verification of Reading Course (**D/HH only**)
- Verification of American Sign Language (**D/HH only**)

Administrative Services Preliminary (*Certificate of Eligibility does not require form CL-777*)

- Verification of 5 years teaching/service experience (Letter from employer on official letterhead signed by Superintendent, Assistant Superintendent, HR Director or HR Personnel)
- Verification of Employment as an Administrator (*Form CL-777*)
- CalAPA Results

Pupil Personnel Services

- Verification of Basic Skills (CBEST or equivalency)

BEFORE SIGNING AND SUBMITTING APPLICATION, CHECK THE FOLLOWING:

- Application is complete
- \$50 processing fee receipt included
- If applicable, *Verification of Experience* and/or *Verification of Employment* form(s) included

Submit application materials to the Graduate School of Education's Credentials Office via email:

credinfo@callutheran.edu

AFTER SUBMISSION:

- **Credential Analyst will verify information, confirm eligibility and recommend for the credential. This process will not take place until final grades are posted.**
Requests will be processed in the order in which they are received. If additional documentation is required, you will be informed via email.
- **You will receive notification of recommendation from the CTC via email. Follow the instructions in the email and submit payment. Once payment is submitted you will receive notice of receipt. Providing there are no extenuating circumstances, you will receive confirmation that your credential has been issued in a minimum of 10 business days, followed by a notice of granting. All CTC notices take place via email.**

For detailed instructions on this process, go to <http://www.callutheran.edu/education/credential-office/>

Additional questions? Contact Credentials Office at credinfo@callutheran.edu

**SUBMIT APPLICATION ONLY
RETAIN THESE INSTRUCTIONS FOR REFERENCE**

