

All CSULB credential candidates are required to open a file with the College of Education Credential Center, a Commission on Teacher Credentialing-approved program sponsor.

To open your credential file and receive an initial credential evaluation, please follow these steps:

Step 1: Pay \$25 [Credential Evaluation and Services fee](#) (fee is non-refundable)

Step 2: Gather the following required documents electronically. Please make sure to title each document clearly with your name, campus ID, and description (e.g. *LastName_CampusID_Payment Receipt*).

- Credential Evaluation and Services fee payment receipt
- Valid Basic Teaching Credential – CTC printout of your valid prerequisite California teaching credential, showing authorizations and issuance/expiration dates. Prerequisite credential is defined as:
 - Single Subject;
 - Multiple Subject;
 - Special Education Specialist; or
 - Teaching credentials issued under prior statutes with comparable authorizations to the above listed credentials.
- Subject Matter Competency – Provide proof of meeting Subject Matter Competency in Physical Education by examination, program, coursework or combination of examination and coursework.
- APEAA Evaluation Clearance – When you have completed your program, you must submit an APEAA Evaluation Clearance signed by the program coordinator.
- Note regarding Official Transcript(s) – if using equivalencies from an institution other than CSULB, you may be asked to submit an official transcript from that institution. You will not be asked to upload a transcript at this time, a credential analyst will contact you after reviewing your items and let you know if a transcript is needed.

Step 3: Complete the following form, as well as upload your documents:

[Adapted PE-Open a Credential Center File](#)

What happens next?

Within approximately 30 days of receipt of all needed documents and fee, a credential analyst will email you a credential evaluation. If you still have questions at that time, you may contact the Credential Center for additional information.

Please Note:

CSULB financial holds must be cleared prior to submitting your application.