

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, *prior to* student teaching, fieldwork, or their final semester.

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*, or *LastName_CampusID_Basic Skills Exam*).

- Credential Evaluation and Services fee payment receipt
- Fingerprint Clearance – Certificate of Clearance, Emergency Permit, California Credential printout from CTC website showing authorizations and issuance/expiration dates
- Basic Skills Requirement – CBEST or CTC approved alternative. For additional information see our [General Requirements page](#). Please be prepared to indicate how you have met each area of the Basic Skills Requirement (Reading, Writing, and Mathematics). You will also be asked to upload any score reports and/or unofficial transcripts for exams and/or courses being used to meet Basic Skills.
 - Unofficial records may be uploaded. The Credential Center will notify you if original, official documentation is needed.
- Note regarding program course equivalencies – If using approved 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.
- Note regarding Clinical Clock Hours – verification of completion of Clinical Clock Hours will be provided at the completion of the program by your coordinator.

Step 3: Complete the following form, as well as upload your documents: [SSW-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.

Program Completion and Application:

Credential application information will be provided during your final semester.

Please Note:

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