

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, FirstName_CampusID_Payment Receipt*).

- Credential Evaluation and Services fee payment receipt
- Valid California Teaching Credential – CTC printout Valid Basic California Teaching Credential with issuance/expiration dates. Teaching Credential may be one of the following:
 - A teaching credential requiring a bachelor’s degree and a professional preparation program, including student teaching and proof of holding an English learner authorization; or
 - A clear, full-time Designated Subjects Teaching Credential, provided that the holder also possesses a bachelor’s or higher degree from a regionally-accredited college or university, has met the Basic Skills Requirement (CBEST scores or proof of CTC approved alternative) and proof of holding an English learner authorization.
- Basic Skills Requirement – for additional information see our [General Requirements page](#). Please provide one of the following:
 - CBEST scores; or
 - Copy of CTC approved alternative-Please order original records. The Credential Center will notify you if we need to see the original. Please keep the original for your records.
- Verification of Experience – you must submit verification of three years successful, full-time teaching experience in any grade of subject, preschool through adult exclusive of student teaching, intern teaching, or teaching while holding an emergency or teaching permit. Verification must be an original letter on employer’s letterhead, clearly stating dates of position held, and signed by a Human Resources representative. If the letter was emailed to you, please also provide the email.

The following requirements must also be verified by the Credential Center and may already be on file. If the Credential Center is unable to verify these items, you may be asked to submit additional documentation.

- Bachelor’s Degree – transcript showing conferral date
- Official Transcript(s) – if using approved equivalencies from an institution other than CSULB

Step 3: Complete the following form, as well as upload your documents: [Read & Lit-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:

Application information will be provided during your final semester. Upon completion of all program requirements and items listed on your credential evaluation, you will be eligible to apply for a Reading and Literacy Added Authorization.

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