Credential Center
Evaluation Request
Preliminary Administrative Services Credential

CALIFORNIA STATE UNIVERSITY
LONG BEACH
College of Education

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
- 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.
- Valid Clear Credential – CTC printout of your valid prerequisite credential showing issuance/expiration dates and English learner authorization, if applicable. Prerequisite credential is defined as the following:
  - California clear or life teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching and proof of holding an English learner authorization; or
  - California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university and proof of holding an English learner authorization; or
  - Clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent. English learner authorization not required.
- Verification of Experience – Before being recommended for your Certificate/Credential, you must submit verification of completing five years of full-time experience. Verification must be an original letter on employer's letterhead, clearly stating position held with dates of experience, and signed by a Human Resources representative. If the letter was emailed to you, please also provide the email. For additional information, please see Terms and Definitions on CTC Leaflet CL-574C.

Step 3: Complete the following form, as well as upload your documents: Admin Services-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. Upon completion of all program requirements and items listed on your credential evaluation, you will be eligible to apply for a Certificate of Eligibility. If you have an offer of employment for an administrative position, you will be eligible to apply for a Preliminary Administrative Services Credential. An original CL-777 must be on file at the Credential Center.

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

California State University, Long Beach
College of Education
Credential Center, EED-42
1250 Bellflower Blvd.
Long Beach, CA 90840 - 2201

Phone: 562.985.4109
Email: ced-credentials@csulb.edu
Website: www.csulb.edu/credential-center
Hours: Mon-Fri 9:00am-5:00pm (closed Fri 12–1 pm)
Revised 9/20