

CSULB, College of Education

Student Success and Advising Center

Pupil Personnel Services Credential – School Social Work and Child Welfare and Attendance

All CSULB credential candidates are required to open a file with the College of Education Student Success and Advising 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 a credential evaluation, please follow these steps:

Step 1: Pay \$25 [Credential Evaluation and Services fee](#) (fee is non-refundable). CSULB financial holds must be cleared prior to submitting your fee.

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

- Credential Evaluation and Services fee payment receipt
- Fingerprint Clearance – Screenshot of your Certificate of Clearance, Emergency Permit, or California Credential showing issuance and expiration dates

Step 3: Upload your documents to our [SSW-Open a Credential File](#) form.

What happens next?

Within approximately 30 days of receipt of documents and fee, a credential analyst will email you a credential evaluation. Some notes to keep in mind regarding your evaluation:

- Course Equivalencies – If you are using approved equivalencies from an institution other than CSULB, you may be asked to submit an official transcript from that institution.
- Clinical Clock Hours – Verification will be provided on your behalf upon program completion by your coordinator.

Credential application information will be provided during your final semester.

Phone: 562.985.1105

Hours: Mon-Fri 9am-5pm (closed 12-1pm)

Website: www.csulb.edu/credential-center

Email: ced-credentials@csulb.edu

8/2024



CALIFORNIA STATE UNIVERSITY

LONG BEACH

College of Education