SONOMA STATE UNIVERSITY | COLLEGE OF EDUCATION, COUNSELING & ETHNIC STUDIES

Credential Request Instructions

Please follow the instructions below
Note: Failure to submit requested items with application will result in processing delays.

1. Complete the attached form. Include the email address you have listed with the California Commission on Teacher Credentialing (CTC). This is critical for the completion of this process.

2. Go to the Store Front at https://commerce.cashnet.com/EDUCS to submit the application processing fee. Attach a copy of the "Store Front" receipt with the application.

3. Once grades are posted, request **official** SSU transcripts to be sent to transcript@sonoma.edu

4. Attach proof of CPR completion of Adult, Infant and Child CPR. Requirement found in Education Code § 44259 (c) (4) (A) (Multiple Subject, Single Subject, & Special Ed only)

5. If applicable to your program- Attach a copy of your Official TPA/LPA scores.

6. Include a copy of the "*Verification of Survey Completion*" page you printed after completing the online CSU Exit Survey available at: https://www.csuexitsurvey.org/ (Multiple Subject, Single Subject, and Special Education program candidates only)

7. Include confirmation of having completed the "**Sonoma State CTC Accredited Programs Unit**" survey. You will receive an email with instructions to complete this survey in Qualtrics.

8. Once you have completed all requirements for the credential, you *will receive an email from the California Commission on Teacher Credentialing* **(CTC)** confirming that we have recommended you for the Credential. The "subject" will read: "CTC Notice- Recommendation for New Document".

9. *Follow the directions on the email* to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be evaluated by CTC until this fee is paid. Please note that if you fail to complete these steps, your application WILL be cancelled and you will have to start the process again.

10. In approximately 2 weeks after completing step 9 you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.

Please note: If you have not met all requirements by the end of student teaching, please apply once your final requirement has been met. We cannot process credentials until grades are posted and ALL requirements have been met.

Return the COMPLETE application to:
SSU, College of Education, Counseling & Ethnic Studies, C/O Crescencio Torres, 1801 E. Cotati Ave., Rohnert Park, CA 94928. OR Email to torrescr@sonoma.edu

Call (707) 664-3141 with any questions.

Sonoma State University
Credentials & Graduate Admissions Office
Request for Teaching Credential

Please note: *You are responsible for updating your personal information with CTC prior to requesting your credential. Our office cannot make the changes and submit the recommendation with the information listed with CTC.*

Personal Information (all information is required) Please use Full Legal Name

First Name	**Middle**	**Last**

Former/Maiden Name(s): [_____]   **SSU ID:** [_____]

Permanent Mailing Address:

Street	**City**	**State**	**Zip**

Home Phone: [_____]   Cell Phone: [_____]   Work Phone: [_____]

Personal Email Address:

[_____]

Have you been offered a job as a teacher/principal?   **YES** [ ]   **NO** [ ]

If yes, Name of School and District: [_____]

Your employee email: [_____]

Type of document applying for (select as applicable)

TEACHING CREDENTIALS	SPECIALIST CREDENTIALS	SERVICES CREDENTIALS
[ ] Multiple Subject	[ ] Reading Literacy Added Authorization	[ ] *Administrative Services (must include completed CL-777 form)
[ ] Single Subject:	**ADDED AUTHORIZATIONS**	[ ] *Administrative Services Certificate of Eligibility
_____ Subject area	[ ] Bilingual Authorization	* For further info. Review FAQ's
[ ] Special Education MMSN	[ ] Early Childhood Special Education Added Authorization	[ ] Pupil Personnel Services
[ ] Special Education ESN		

Applicant Signature: [_____]

Date: [_____]