

Please Keep Pages 1-2 For Your Records!

INTERN CREDENTIAL APPLICATION FILING PROCESS FOR PPS OR ADMINISTRATIVE SERVICES

The Commission on Teacher Credentialing (CTC) has a policy whereby all universities are required to submit credential applications online. A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. The credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>.

The Process:

Submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center (CSSC) in AE 235. It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your intern credential. Be sure to make any photocopies prior to submitting your packet.

- **Credential Analysts will check documents, verify eligibility and recommend the credential.** Requests will be processed in the order in which they are received. **Depending upon volume,** it may take several weeks before your application is processed. Processing will be completed at the end of the

CSUEB INTERN CREDENTIAL APPLICATION

Please return completed application packet and credential processing fee to:
CSU East Bay / Credential Student Service Center
25800 Carlos Bee Blvd., AE 235 / Hayward, CA 94542-3075

Please type or write legibly. Please list name as it will appear on the credential document.

Name: _____
Last First Middle

Contact Phone: (____) _____ - _____ Other name in University records _____
(if different than above)

Net ID#: _____ Date of Birth: ____/____/____ Social Security: _____ - _____ - _____

Email Address: _____

If applicable, indicate: - (dash) or _ (underscore)--circle one.

PAYMENT REQUIRED TO CTC WITHIN 90 DAYS OF RECOMMENDATION

For Teaching Credentials only, answer the following question(s) required for CTC reporting purposes:

Are you a native English speaker? _____ Yes _____ No If not a native speaker, what is your primary language? _____

Please check the type of Credential and term you are applying for:

Types of Authorizations (required)

Pupil Personnel Services
School Psychology
School Counseling

Administrative Services

Terms of Authorizations (required)

Internship

2nd Recommendation Request

SPACE BELOW IS FOR OFFICE USE ONLY

I authorize CSU East Bay to release information concerning my credential application to appropriate inquiring school districts and offices

**CREDENTIAL PROCESSING RECEIPT
CALIFORNIA STATE UNIVERSITY, EAST BAY
CREDENTIAL STUDENT SERVICE CENTER (510) 885-2272, AE 235**

Please provide the same information on the top and bottom forms.

Name: _____ Date: _____

Address: _____

Telephone: _____ Net ID: _____

Type of Credential (s): _____

Amount attached: _____ (\$25.00 for each credential application)

This fee is earned upon receipt and is non-refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

----BELOW IS FOR OFFICE STAFF ONLY----

Date Logged: _____ Initials: _____ 2nd Recommendation Request: _____

DISTRIBUTION: Top-Credentials; Bottom-Cashiers

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