How to Apply for your Preliminary Administrative Services (ASC Preliminary) Credential or Certificate of Eligibility

What’s the difference between the Preliminary Credential and the Certificate of Eligibility?

Candidates for the Administrative Services Credential can apply for a Certificate of Eligibility once they have completed all program requirements for their credential. The Certificate tells a prospective employer that you are eligible for a credential. It also means that you are not obligated to enroll in an ASC Clear program until you are awarded the Preliminary Credential.

The Preliminary Credential can only be requested if the candidate has secured a job. Once the Preliminary Credential has been granted, you will have five years to enroll in and complete an ASC Clear program.

What if I have a job now but the job changes before next fall/spring?

As long as you remain employed, it doesn’t matter if your job changes between the time you apply for the credential and next fall/spring.

What if I don’t have a job and I apply for a Certificate of Eligibility but then get a job?

Once you receive your Certificate of Eligibility from SSU, you will need to go through your employing county to have your credential changed from a Certificate of Eligibility to a Preliminary Credential.

Please follow the instructions below to apply for your Preliminary Administrative Services Credential or Certificate of Eligibility

1. Complete the attached “Request for Preliminary Administrative Services Credential or Certificate of Eligibility” form. Make sure to 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. Include a check or money order made out to SSU for $25.00 with your application.

3. Include verification of full-time employment with teaching/services credential. Letter must contain exact dates of employment and estate full time status. Letter must be provided by HR director or Superintendent. Letter must be on letterhead, and have the original signature of HR director or Superintendent.

4. If you are applying for the Preliminary Credential, include the COMPLETED “Verification of Employment” CL-777 form with your application (your employer needs to complete and sign the form; you will also need to sign it). You can download the form at: [http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf)

5. Make sure your Basic Credential is VALID (if it will expire in less than 12 months from the time you apply for the Administrative Services Credential, you MUST renew your basic credential BEFORE you submit this application to the Credentials Office.)

6. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential. The email will be from the California Commission on Teacher Credentialing and the “subject” will read: “CTC Notice-Recommendation for New Document”.

7. 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 complete until this fee is paid.

8. In approximately 2 weeks after completing step 6 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.

Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:
SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.
Call (707) 664-3141 with any questions.

**KEEP THIS PAGE FOR YOUR RECORDS**

Date Submitted: ______________________

Please update our office if you change your address.
Admissions & Records does not forward address changes to our office.
Sonoma State University  
School of Education  
Request for Preliminary Administrative Services Credential or Certificate of Eligibility

Please type or print clearly with ballpoint pen. Please note: Name on credential will appear as listed with the California Commission on Teacher Credentialing. All updates to name & contact information must be done directly by you the applicant with CTC. Our office cannot make the changes.

*Required Information

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<tr>
<th>*Student’s Last Name (PRINT)</th>
<th>*First Name</th>
<th>*Middle Name</th>
<th>*Maiden/Former Name(s)</th>
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<tr>
<th>*Home Phone:</th>
<th>*E-mail Address (please do not use your SSU email address). CTC will send communications to address they have on file.</th>
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<th>*Cell Phone:</th>
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Student Address:

Street .............................................................................................................. City  
State  Zip

Is this a new address?  [ ] Yes  [ ] No

I have updated all my personal information with CTC (please initial) _________

CREDENTIAL REQUESTED (please choose one):

- [ ] *Certificate of Eligibility  
- [ ] *Preliminary Administrative Services  
  (must include completed CL-777 form)

*Must include official letter verifying work experience

Student Signature (REQUIRED) DATE

Notes: