How to Apply for your Preliminary Education Specialist Credential

Instructions

*Note: Failure to submit requested items with application will result in processing delays.

1. *Complete the attached “Request for Preliminary Education Specialist Credential” 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. *Attach official SSU transcripts.

3. *Attach a copy of the signed front and back of your CPR card verifying completion of Adult, Infant and Child CPR (Online CPR Certification NOT ACCEPTABLE). Requirement found in Education Code § 44259 (c) (4) (A)

4. *Attach a copy of your Official RICA scores. (if not a previous credential holder)

5. *Include a check or money order made out to SSU for $25.00 with your application.

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” CTC 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 including program survey. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete 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.

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.

9. As of 9/01/08 the California Commission on Teacher Credentialing went paperless. Therefore, credentials are no longer being mailed out. However, once you receive the email from the CTC you will be able to retrieve and print a suitable-for-framing copy of your credential from the following website http://ctc.ca.gov/credentials/online-services/default.html

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.

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**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.

4.17.2017.mi
Please type or print clearly with ballpoint pen. Please note: Name on credential will appear as listed with the California Commission on Teacher Credentialing (CTC). All updates to name & contact information must be done directly by you the applicant with CTC prior to requesting credential. Our office cannot make the changes and will file credential with information listed with CTC.

*Required information

<table>
<thead>
<tr>
<th>*Student’s Last Name (PRINT)</th>
<th>*First Name</th>
<th>*Middle Name</th>
<th>Maiden/Former Name(s)</th>
</tr>
</thead>
</table>

| *Home Phone: | *E-mail Address (please do not use your SSU email address). CTC will send communications to address they have on file. |
| *Cell Phone: | |

| *SSN | *Date of Birth |

Student Address:

| Street | City | State | Zip |

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

Program Completed: Fall ___ Spring ___ Year: ________

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

PROGRAM (please choose one):

| Mild/Moderate | Moderate/Severe | Both |

Student Signature (REQUIRED) DATE

Notes: