How to Apply for your Clear Induction Education Specialist Credential

Please follow the instructions below to apply for your Clear Induction Education Specialist Mild to Moderate or Moderate to Severe Credential

1. Complete the attached “Request for Clear Induction 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. Include a check or money order made out to SSU for $25.00 with your application.

   NOTE: Students clearing their Education Specialist Level I credential MUST also provide the following:
   ➢ Official transcripts showing grades (C or better) for Health Education and Computer Education courses
   ➢ CPR Certification covering Child, Infant and Adult skills
   ➢ Letter verifying 2 years of successful experience in a full-time teaching position while holding your Level I credential.

1. 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 approximately 2 weeks after grades are officially posted. The email will be from CTC and the “subject” will read: “CTC NOTICE Recommendation for New Document”.

2. 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.

3. 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.

4. 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 www.ctc.ca.gov.

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 Clear Induction Education Specialist Credential

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

<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Home Phone</th>
<th>*E-mail Address (not SSU’s). CTC will send communications to address they have on file.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cell Phone

<table>
<thead>
<tr>
<th>*SSN</th>
<th>*Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**PROGRAM (please choose one):**

- [ ] Mild to Moderate
- [ ] Moderate to Severe
- [ ] Both

Student Signature (REQUIRED)  
DATE

Notes: