CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
COLLEGE OF EDUCATION • CREDENTIAL OFFICE
1000 E VICTORIA ST SCC BLDG 5 Rm 510 CARSON, CA 90747
(310) 243-3353

CREDENTIAL REQUEST FORM CHECKLIST

ALL APPLICANTS MUST SUBMIT:
• Credential Request Form (attached)
• Official CSUDH transcript (to order transcript contact Admission & Records @ (310) 243-3645)
• $50.00 NON-REFUNDABLE processing fee; check or money order payable to CSUDH (Interns excluded)

IN ADDITION TO SUBMITTING THE DOCUMENTS ABOVE, PLEASE SUBMIT THE FOLLOWING IF YOU ARE APPLYING FOR:

INTERNSHIP CREDENTIAL
✓ University Internship Credential packets are available in the COE Student Services center lobby
   (Information & forms are included in the packets)

PRELIMINARY MULTIPLE & SINGLE SUBJECT TEACHING CREDENTIAL
✓ Subject Matter Competence + CSET exams or Equivalency Letter for Single Subject programs
✓ Reading Instruction Competence Assessment (RICA) Multiple Subject or Education Specialist candidates only
✓ Bilingual Cross-Cultural Language Academic Development (BCLAD) oral, written, CSET examination, cultural
   exam or letter verifying completion of coursework from Hilda Petenko, BCLAD Coordinator
   (submit appropriate verification, if applicable)
✓ CPR Certification includes infants, children, adults (RYAN credential candidates only)

PRELIMINARY EDUCATION SPECIALIST CREDENTIAL
✓ Subject Matter Competence-CSET exam or Waiver Letter (does not apply to early childhood teacher candidates)
✓ Reading Instruction Competence Assessment (RICA)

CLEAR EDUCATION SPECIALIST
✓ Copy of Preliminary Education Specialist Credential

ATTENTION: Please read and follow the renewal requirements on your Level I or Preliminary Education Specialist teaching
   credential. Verification of experience form must be completed by your Human Resources designee.

PRELIMINARY or CERTIFICATE OF ELIGIBILITY ADMINISTRATIVE SERVICES
✓ CL-41 form (verification of experience) 5 yrs teaching or services experience; must be completed by
   Human Resources Designee
✓ CL-777 form (verification of employment as an administrator) required if you have been offered a position as an
   Administrator or currently working as an administrator, must be completed by Human Resources Designee
✓ Copy of pre-requisite teaching or services credential

CLEAR ADMINISTRATIVE SERVICES
✓ CL-41 form (verification of experience) 2yrs of experience working as an administrator from Human
   Resource designee while holding the Preliminary Administrative services credential

CLEAR PUPIL PERSONNEL SERVICES CREDENTIAL
✓ Verification of Fieldwork Hours-letter from fieldwork supervisor

NOTE: After a candidate has been recommended for their credential an e-mail will be sent from the
California Commission on Teacher Credentialing to the candidate with instructions to proceed with your part
of the credential process which includes the professional fitness questions and the payment process. The
online credential application fee is $72.00 unless you have a Certificate of Clearance credit on file at CTC.