

## How to apply for your credential:

- Go to [https://csumb.edu/teach/apply-credential?\\_search=Program+Completers](https://csumb.edu/teach/apply-credential?_search=Program+Completers) to download the appropriate **Application Checklist for your program, and the Information Cover Sheet**.
  
- Collect **all** credential application items listed on the **Application Checklist**.  
NOTE: Any items submitted previously to CSUMB will not be used. This application is collected by CSUMB for the Commission on Teacher Credentialing.
  
- Submit your application to the Credential Analyst at CSUMB, College of Education, Building 3, Office 119, OR send it to:**  
Christy Hanselka, CSUMB Credential Analyst  
100 Campus Center, Bldg. 3  
Seaside, CA 93955  
**NO APPOINTMENT WITH THE CREDENTIAL ANALYST IS NECESSARY.** If you arrive to drop off your application and the Credential Analyst is not in, you may place it in an interoffice envelope located near her mailbox in Building 3, and put it in her mailbox.
  
- Check your email daily and pay for the credential.** Within two weeks of submitting a complete application, you will either receive an email stating that you are missing an item for your credential application, or that your credential has been recommended. Click on the link in the email and follow the prompts to answer questions, then pay the CTC fee of \$102.50 online for your credential. This email will be sent to the email address you put on the Information Cover Sheet.
  
- Once you pay the CTC fee online, you will receive an email receipt that day.** You can show this receipt to your employer to prove that you have applied and paid for the credential. Within 10-15 days of paying the CTC fee online, your official credential should be posted on your Educator Page (see instructions below). Print your credential and give it to your district.
  
- To go to your **Educator Page** to view or print your credential:
  1. Go to [www.ctc.ca.gov](http://www.ctc.ca.gov)
  2. Click on the "Credentialing Information" button
  3. Click the "Educator Login" button on the far right
  4. Create a login if you do not have one already, or login using your username and password.
  5. Edit/update any of your personal information, then click NEXT
  6. Click on the document number of the credential you wish to view or print. Press CTRL-P to print the credential. Submit a copy to your current or prospective employer.

*The CTC went paperless in 2006. You will not receive a paper credential. The online copy on your Educator Page at [www.ctc.ca.gov](http://www.ctc.ca.gov) is considered the official credential. The Preliminary credential is good for 5 years. A Clear credential is earned upon completion of an Induction program, either through an employer, or through an approved college or university. Once employed, if your employer does not offer an induction program, you may seek a Clear credential program through a college or university in order to clear your credential.*