



Administrative Services Credential Application Checklist

Submit all application items as a **COMPLETE** package:

- Download the necessary forms at <https://csumb.edu/teach/apply-credential>
- Complete and print the [Information Cover Sheet](#)
- Pay the \$25 CSUMB processing fee online at [this link](#). Include a printout of the payment "ticket" in your application. The card company will add a small fee (less than \$2.00) for the online payment.
- Advising Form signed off by CSUMB Program Coordinator (Request this form from your Program Coordinator.)
- Valid Pre-requisite California Clear teaching credential
- CalAPA Verification
- Verification of five years of full-time experience on the school letterhead. Must be signed by one of the following: *Superintendent, Assistant Superintendent, Director of Personnel, or Director of Human Resources*
Two years of experience may be waived by meeting six specific criteria and an appeal to CTC. Check CTC [Coded 13-08 pg. 3](#), to see if you qualify. Contact the Credential Analyst if more information is needed.
- Verification of employment in an administrative position on [form CL-777](#)

If you do not have an offer of employment as an Administrator, you may apply for a Certificate of Eligibility. This verifies completion of all requirements for the Preliminary credential and authorizes the holder to seek employment as an administrator. The Certificate of Eligibility has no expiration date. Once securing an offer of employment in an administrative position, the holder of a Certificate of Eligibility may apply for the preliminary credential by submitting an application (form 41-4), a Verification of Employment Form CL-777, and current processing fee to the CTC.

- Copy of this checklist with ALL items checked off. ***Incomplete applications will not be recommended.***

To submit your application:

1. Please email your complete application packet to the CSUMB Credential Analysts. (See info in the box below.)
2. Check the email address you gave on the Info Cover Sheet daily for CTC online credential payment instructions to arrive.
3. After completing the instructions in the email, your credential should post to your CTC Educator Page within 10-15 days.

APPLICATIONS SUBMITTED WILL NOT BE PROCESSED UNTIL FINAL GRADES HAVE POSTED.

Please note: It is the responsibility of the applicant to gather ALL necessary materials into a complete application package, and submit it to the CSUMB Credential Analysts. Applications are generally evaluated and recommended within one week. It is the responsibility of the applicant to be checking the email address they have given on their Information Cover Sheet for any communication regarding the application or recommendation. Districts will usually accept a copy of the online CTC credential payment while awaiting the posted credential. Once posted, the "official" credential will be housed on the CTC site where an Educator may log in and print anytime it is needed.

Please EMAIL your complete application packet to both of the CSUMB Credential Analysts:

Chris Villanueva Christy Hanselka
chvillanueva@csumb.edu chjordan@csumb.edu

Mailed applications will be accepted during this time, but may experience a delay. Due to the campus closure, mail is only picked up once a week. If you cannot email your application, please mail it to the following address:

Credential Analyst
100 Campus Center Bldg. 3
Seaside, CA 93955

4/20/2020