

## Application Checklist

### For Preliminary Multiple Subject, Single Subject, and Education Specialist Credential Applicants

Submit all application items to the CSUMB Credential Analyst as a **COMPLETE** package:

- Complete the **Information Cover Sheet** (found at the link above)
- Pay the \$25 CSUMB processing fee online at this link: <https://csumb.universitytickets.com/w/event.aspx?id=1483&p=1>  
Include a printout of the payment "ticket" in your application. The card company will add a .75 cent fee for the online charge.
- Advising Form signed off by CSUMB Program Coordinator
- Copy of RICA passing score report (**Does not apply to Single Subject candidates.**)
- EdTPA passing verification (Submit only the page showing your final, passing score.)
- Complete the EdQ/CTC Program Exit Survey: [www.csuexitsurvey.org](http://www.csuexitsurvey.org) Print and include the final page.
- CPR for Child/Infant/Adult. CPR MUST include all three, and be valid at the time your application is submitted.
- Verification of CSUMB account clearance. Print a screenshot of your Account Summary by going to Oasis → Student Center → Account Inquiry, then print the page that shows your name and account summary. Summary must state that "Your account has no outstanding charges at this time" in order for your application to be processed (MA+ exception).
- Copy of an intern or other teaching credential. **If you do not hold an intern credential, submit all items listed below:**
  1. Unofficial transcript with U.S. Constitution course marked AND a course description for the course, or provide a passing [www.usconstitutionexam.com](http://www.usconstitutionexam.com) certificate (Most UC grads will need this exam.)
  2. CBEST or approved alternative
  3. CSET or Subject Matter Waiver letter
  4. Copy of a valid Certificate of Clearance, Emergency Permit, PIP or STSP

*I have compiled all items listed that are required for my credential application, and understand that submission of false or altered documentation may result in the permanent withdrawal of my credential recommendation.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 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](mailto:chvillanueva@csumb.edu)      [chjordan@csumb.edu](mailto: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