

CREDENTIAL REQUEST INSTRUCTIONS

Please submit the following to the Credential Office:

- Credential Request Form
- Personal Check or Money Order for \$29 made payable to “Cal Poly”
- Official transcripts documenting completion of approved coursework taken at institutions other than Cal Poly, which have not previously been submitted.
- Complete the SOE Exit Survey. Complete www.soe.calpoly.edu/content/exit, print out the confirmation page and submit it with your Credential Request Form. **This survey is NOT required for Clear Multiple/Single Subject, Preliminary Administrative Services or Bilingual Authorization applicants.**

CREDENTIAL REQUEST PROCESS

If you are in your last quarter of your credential program and Cal Poly coursework is the only thing left to complete, it is time to request your credential. To do this using the California Commission on Teacher Credentialing (CTC) online processing system, you must have an e-mail address and be able to use a credit card for payment.

Examination requirements, CPR Certification (if applicable) and coursework in progress at institutions other than Cal Poly must be completed prior to submitting the Credential Request. Initiating this process during the 8th week of your last quarter of coursework will insure timely processing.

The Process:

- **Complete the attached *Credential Request Form* and submit it to the Credential Office or mail to: Cal Poly Credential Office, Bldg. 02 Room 120, San Luis Obispo, CA 93407**
- **Include with your request the items specified in the appropriate checklist on the next page, or from the letter that you have received in seminar.** Note that there is no need to duplicate materials that have been previously submitted. *(Transcripts from institutions other than Cal Poly must be official; they have to be in sealed envelopes. Employment forms must be on letterhead and have an appropriate signature. Exam and CPR documentation should be photocopied. For CPR, please provide a copy of the front and back of your signed CPR card, online CPR certification is not acceptable for recommendation of credential.)*
- **The Cal Poly Credential Office will check documents, verify eligibility and recommend for the credential.** Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. *(Requests submitted with coursework in progress will be partially processed, then held. **Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time the entire packet will be returned to the applicant.** Processing will be completed at the end of the quarter once grades have posted.)* If additional documentation is required you will be contacted by email.
- **Once the Credential Office has submitted the online recommendation you will be notified by CTC via email to complete the personal and professional fitness questions, and payment portions of the process.** Once completed the CTC will send you an email with a payment confirmation number.
- **Providing there are no extenuating circumstances, you will receive email confirmation that your credential has been issued.** The CTC no longer mails out credential documents. This final notice can be used for employment. All notices, (3) will take place via e-mail.
- **Any questions regarding this process please contact our office at (805) 756-2126**

Cal Poly State University, San Luis Obispo
School of Education, Credential Office
CREDENTIAL REQUEST INSTRUCTIONS

Please submit the following to the Credential Office; Bldg: 02 Room: 120, if not previously submitted. *Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time it will be returned to the applicant.*

All Programs:

- Complete Credential Request Form
- Check for \$29 made payable to Cal Poly (\$25 processing fee and \$4 Cal Poly transcript request fee)
- Items listed under appropriate checklist, or from letter you have received during seminar
- Official Transcripts documenting completion of approved coursework taken at institutions other than Cal Poly, which have not previously been submitted

Multiple Subject

- ☐ RICA
- ☐ CPR Certification –Adult, Infant, and Child*
- ☐ SOE Exit Survey

Single Subject

- ☐ CPR Certification –Adult, Infant, and Child*
- ☐ SOE Exit Survey

Ryan Multiple/Single Subject Clear

- ☐ CPR Certification –Adult, Infant, and Child*

Bilingual Authorization - Spanish

- ☐ Review letter received in final class

Preliminary Education Specialist w/Autism Spectrum Disorder Authorization

- ☐ RICA
- ☐ CPR Certification –Adult, Infant, and Child*
- ☐ Program Exit Form Signed by Advisor
- ☐ SOE Exit Survey

Preliminary Administrative Services or Certificate of Eligibility

- ☐ Program Completion Form signed by Advisor
- ☐ Verification of 5 years teaching experience (Certificate of Eligibility & Preliminary)
- ☐ CBEST
- ☐ Verification of employment as an Administrator CL-777 (For Preliminary only <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>)

*Online CPR certification is not acceptable for recommendation of credential.

Any questions regarding this process please contact our office at (805) 756-2126

CAL POLY STATE UNIVERSITY, SAN LUIS OBISPO
SCHOOL OF EDUCATION, CREDENTIAL OFFICE
CREDENTIAL REQUEST FORM

Incomplete Credential Requests will be held for 60 Calendar days, for any outstanding documentation, after that period of time it will be returned to the applicant.

Applicant's Full Legal Name (as it will be printed on your credential document) **and Mailing Address:**

(First) (Middle) (Last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security #: _____ Date of Birth: _____

All Former/Maiden Name(s): _____

Home Phone: _____ Cell Phone: _____

Permanent E-Mail Address: _____ EMPLID #: _____

✓ Please check the credential or certificate for which you are initiating a request.

- ☐ **Multiple Subject**
☐ Preliminary
☐ Clear
☐ Supplementary / Subject Matter Auth.

- ☐ **Single Subject**
Subject(s): _____
☐ Preliminary
☐ Clear
☐ Supplementary / Subject Matter Auth.

- ☐ **Bilingual Authorization - Spanish**
☐ **Agriculture Specialist Credential**

- ☐ **Education Specialist**
☐ Mild/Moderate
☐ Preliminary
☐ Added Auth: Autism Spectrum Disorders

- ☐ **Administrative Services**
☐ Certificate of Eligibility
☐ Preliminary

With my signature, I authorize the School of Education Credential Office to release information concerning my credential application to inquiring school agencies and offices that may be considering me for employment. I also authorize the SOE Credential Office to forward my credential information to the California Commission on Teacher Credentialing for issuance of the credential(s) that I have requested.

Student Signature: _____ Date: _____

TRANSCRIPT REQUEST FORM

INSTRUCTIONS: (Processing time: Up to 10 business days)

- Requests must be signed by student as stated in the Family Educational Rights Privacy Act of 1974.

STUDENT ID#

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Date of Birth

Phone / E-MAIL

STUDENT NAME:

Print: Last

First

Middle

(former name if applicable)

Address

City

State

X _____
Student Signature (REQUIRED)

Payment:

- ☐ Cashier's Receipt
☐ Check ☐ Money Order
☐ Cashnet pymt receipt # _____

Term Last Enrolled (if known): _____

Were you enrolled prior to Fall 1987? ☐ Yes ☐ No

Check all that apply to your academic history at Cal Poly:

- ☐ Undergraduate ☐ Graduate ☐ Extended Educ./Continuing Educ
☐ Summer Workshop ☐ Vocational ☐ Technical Cert. Program

IF YOU HAVE A TRANSCRIPT HOLD, THIS REQUEST WILL NOT BE PROCESSED.

Special Instructions

- ☐ Enclose attachment / use provided prepaid shipping
☐ Wait for current term's Work in Progress
☐ Wait for final grades to post this term
☐ Wait for Degree to post. Please check one:
☐ Bachelor or ☐ Master

Send transcript after GRADE CHANGE is processed for:

Course & No. _____ Term/Yr. _____

Course & No. _____ Term/Yr. _____

For additional transcripts, please refer to http://www.ess.calpoly.edu/_records/forms/

Send 1 to:

Credential Office
Bldg: 02 Rm. 120
Cal Poly State University

****Campus Mail****