

## CREDENTIAL REQUEST INSTRUCTIONS

### Please submit the following to the Credential Office:

- Credential Request Form
- Personal Check or Money Order for \$25 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.
- Order official Cal Poly transcripts (see instructions page 3)
- Complete the SOE Exit Survey found at [www.soe.calpoly.edu/content/exit](http://www.soe.calpoly.edu/content/exit). Once the exit survey is completed, request to have a certificate of completion sent to you via email. Print the certificate and submit it with your Credential Request Form. **This survey is NOT required for 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 8<sup>th</sup> week of your last quarter of coursework will ensure 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 letter that you 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 until coursework and requirements are completed. **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 the Credential Office at (805) 756-2126 or [soe@calpoly.edu](mailto:soe@calpoly.edu)**

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, the entire packet will be returned to the applicant.*

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

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(First)	(Middle)	(Last)
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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
- Supplementary / Subject Matter Auth.

**Single Subject**

- Subject(s): \_\_\_\_\_
- Preliminary
  - 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: \_\_\_\_\_



## Ordering Official Cal Poly Transcripts

Order official transcripts using *Parchment Exchange* on your <http://my.calpoly.edu> portal.

1. Sign into your **my.calpoly.edu portal**. Go to the Academics Tab → Degree Information → Official Transcript.
2. Sign into your **Parchment account**. You will be required to authenticate through the portal.
3. You may need to register with Parchment. Click “Register with Parchment Exchange” and request your transcripts. This will be the only time you will need to register with Parchment.
4. Have transcript mailed directly to the School of Education using the address below:

School of Education  
Building 02 Room 120  
Cal Poly, San Luis Obispo  
San Luis Obispo, CA 93407-0389

6. Select **Hold for Grades**, or for those getting an MA/MS, select **Hold for Degree**
7. **Note:** If you have an attachment to go with your official transcript, you will be able to upload it in Parchment. The attachment will be sent from Parchment along with your transcript.
8. **Submit print out of the Parchment transcript request email confirmation with your Credential Request Form**

**Recent students.** If your Portal password has expired, you will need to reset your password by calling the ITS Help Desk at 805-756-7000, to be able to log on to your [my.calpoly.edu](http://my.calpoly.edu) portal.

**Transcripts are \$10.00 each.**

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