

## **INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION PUPIL PERSONNEL SERVICES: SCHOOL COUNSELING AND SCHOOL PSYCHOLOGY (CLEAR)**

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The submission of the Application for Credential Recommendation (includes all required documentation) initiates a program evaluation and the formal credential recommendation by a Credential Analyst to the Commission on Teacher Credentialing (C.T.C.). Due to Credential Processing working from a remote location, applications may be submitted via email to [credrec@csusb.edu](mailto:credrec@csusb.edu) at the beginning of the last quarter of program coursework and after all of the program requirements have been successfully completed. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program in order to be formally recommended for the credential by CSUSB.

The recommended credential issuance date will be the official program completion date (includes coursework, CPR, and/or examination(s), if applicable) -OR- if three months have passed since the official program completion date, the recommended credential issuance date will be the date the completed application was officially accepted by Credential Processing.

The results of the program evaluation will be sent to the e-mail address provided on the Application for Credential Recommendation within approximately 10 – 15 business days from the submission date of the complete application. Applications with coursework-in-progress will not be formally recommended to C.T.C. until 2 - 4 weeks after CSUSB grades have been posted.

### **REQUIRED DOCUMENTATION**

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is at the Jim and Judy Watson, College of Education Student Services prior to or at the time of submission of the Application for Credential Recommendation.

**APPLICATION FOR CREDENTIAL RECOMMENDATION:** All applicants must complete sections 1, 2, and 3 (signature required). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

**PROCESSING FEE:** All applicants are required to submit confirmation of payment of the \*\$25 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

**BASIC SKILLS REQUIREMENT:** All applicants must have submitted verification of successful completion of the Basic Skills Requirement to the Jim and Judy Watson COE Student Services.

**COLLEGE/UNIVERSITY TRANSCRIPTS:** All applicants that have completed any of the program coursework at another institution are required to submit the updated original official transcript(s) and verification of the approved equivalency via a Request for Course Substitution or program plan approved and signed by the Program Coordinator.

**VERIFICATION OF MASTER'S DEGREE:** All PPS: School Psychology applicants are required to submit verification of the successful completion of an M.S. degree in a related field (approved by the Program Coordinator).

**PROGRAM PLAN:** All applicants are required to have a current program plan completed and signed by the Program Coordinator.

**CERTIFICATE OF CLEARANCE:** All applicants are required to have a valid Certificate of Clearance or California credential/permit recorded with C.T.C. Applicants who have not held a valid Certificate of Clearance or California credential/permit for more than 18 months must submit a copy of a recently completed Request for Live Scan Service (Form 41-LS) with the credential application.

\*Fee subject to change

## APPLICATION FOR CREDENTIAL RECOMMENDATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is on file at the Jim and Judy Watson College of Education Student Services Office prior to or at the time of Application for the Credential Recommendation. *NOTE: To complete this form, download and/or print this pdf document.*

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### 1. PERSONAL INFORMATION

Student Identification Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
*First Middle Last*

All Former/Maiden Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street City State Zip Code*

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address (MyCoyote or Personal): \_\_\_\_\_

### 2. CREDENTIAL INFORMATION

CREDENTIAL TYPE (select one): \_\_\_\_\_

CREDENTIAL TERM (select one): **CLEAR** \_\_\_\_\_

List all CSUSB program coursework for which you are currently enrolled, if applicable (*Example: EDUC 603, EDUC 631*):

\_\_\_\_\_  
\_\_\_\_\_

### 3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of the application, I am required to follow through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to reprocess an Application for Credential Recommendation with the appropriate fees. I hereby under penalty of perjury that all the required documentation and foregoing information submitted for this applicable is true and correct.

Applicant's signature: \_\_\_\_\_

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

## FEE RECEIPT INSTRUCTIONS

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All applicants are required to pay the \$25 non-refundable processing fee via one of the methods below.

NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

### **IN PERSON**

Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). **Due to the current COVID-19 situation, the pay in-person option is not available.**

### **ON-LINE (MyCoyote Account)**

Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/>
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

### **ON-LINE (Without MyCoyote Account)**

Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment