Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: www.credentials.csusb.edu
Phone: (909) 537-7401

CSUSB
JAMES R. WATSON &
JUDY RODRIGUEZ WATSON
COLLEGE OF EDUCATION

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INSTRUCTIONS FOR THE REQUEST FOR PRE-EVALUATION

The Request for Pre-evaluation is a service offered and conducted by a Credential Analyst to determine the status of the credential program and/or eligibility for the credential recommendation to be processed to the Commission on Teacher Credentialing (C.T.C.).

The Request for Pre-evaluation is initiated with the submission of the Request for Pre-evaluation form (or by the program coordinator for credential recommendation advisement) one semester prior to the last semester of program coursework. Requests may be submitted via email to credrec@csusb.edu.

There is no fee associated with this request and only one pre-evaluation will be conducted for each type of credential program. To obtain an updated program evaluation (after receiving one Pre-evaluation), the candidate will need to refer to the Request for Program Completion Verification. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program.

REQUEST FOR PRE-EVALUATION: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete forms will be returned to the applicant for completion and resubmission. Please note the subject area is section 2 is only required for individuals completing the Single Subject or Designated Subjects credential program.

REQUIRED DOCUMENTATION: To ensure the evaluation reflects the most updated information, we encourage all applicants to include any documentation applicable to their credential program. Candidates may refer to the appropriate credential application instruction packet located on the Credential Processing website for the list of required documentation. It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation has been submitted to Credential Processing prior to or at the time of submission of the Application for Credential Recommendation.

Pre-evaluations will **not** be conducted for candidates seeking Internship eligibility. Prospective Internship candidates will need to contact the appropriate Program Coordinator for eligibility requirements. Internship credential holders may submit a Request for Pre-evaluation one semester prior to the last semester of program coursework.

Pre-evaluations will **not** be conducted for individuals seeking to obtain a Preliminary Designated Subjects (Adult Education, Career Technical Education, or Special Subjects) credential. Individuals will need to refer to the Application for Credential Recommendation instructions. Preliminary Designated Subjects credential holders may submit a Request for Pre-evaluation one semester prior to the last semester of program coursework.

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REQUEST FOR PRE-EVALUATION

To ensure proper processing of your request, complete this form in its entirety and email it to credrec@csusb.edu. All fields are required. Be sure to include any documentation applicable to your credential program. Please note only **one** pre-evaluation will be conducted. The results of the pre-evaluation will be emailed to you using the email address provided below.

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): _____

SUBJECT AREA (Single and Designated Subject Candidates ONLY): _____

Have you passed the RICA examination (select one): _____

Which Performance Assessment have you passed or scheduled to take? (select one)

_____

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, understand that the pre-evaluation will assist me in determining the status of my credential program and eligibility to apply for the credential. In addition, I understand that to obtain a formal credential recommendation, I will need to follow the instructions for the Application for Credential Recommendation listed at https://www.csusb.edu/teacher-education/credential-processing. I hereby certify under penalty of perjury that all foregoing information submitted is true and correct.

Applicant's signature: _____   Date: _____