



• School of Education •

LIST OF CREDENTIALS AND DOCUMENTS REQUIRED FOR CREDENTIAL APPLICATION

MULTIPLE-SUBJECT, SINGLE-SUBJECT INTERN CREDENTIAL

- Copy of offer of employment or contract with school district
- Subject matter and U.S. government verification, if not already submitted
- Intern Program Consent Form
- Letter from principal outlining assignment (To be sent to appropriate department administrative assistant)

RYAN MULTIPLE-SUBJECT OR SINGLE-SUBJECT PROFESSIONAL CLEAR CREDENTIAL:

- Official transcripts verifying health education, level II technology, and special education course, if not already submitted
- Copy of both sides of CPR card (Course must cover infants, children, and adults.)
- Verification of 30 postbaccalaureate units by official transcript if not taken at APU

2042 MULTIPLE-SUBJECT OR SINGLE-SUBJECT PRELIMINARY CREDENTIAL

- Copy of both sides of CPR card. Course must cover infants, children, and adults.
- Verification of RICA (multiple subject only)

EDUCATION SPECIALIST MILD/MODERATE INTERN CREDENTIAL

- Copy of offer of employment or contract with school district
- Subject matter and U.S. Government verification if not already submitted
- Intern Program Consent Form
- Letter from principal outlining assignment (To be sent to appropriate department administrative assistant)

EDUCATION SPECIALIST MILD/MODERATE LEVEL I PRELIMINARY CREDENTIAL OR CERTIFICATE OF ELIGIBILITY

- Verification of RICA
- Form CL 777.1 "Verification of Employment as an Education Specialist," signed by Human Resources personnel and credential applicant (Level I Preliminary Credential only) (Download form at ctc.ca.gov; click "quick hits," click "application forms," click "forms," and click CL 777.1.)

EDUCATION SPECIALIST MILD/MODERATE LEVEL II PROFESSIONAL CLEAR

- Form CL-41 EXP Verification of Experience form verifying two years teaching experience under Level I Credential (Download form at ctc.ca.gov; click "quick hits," click "application forms," click "forms," click CL-41 EXP.) Must be signed by Human Resources personnel.
- Copy of both sides of CPR card (Course must cover infants, children, and adults.)
- Official transcripts verifying a CCTC-approved health education course and Level I or Level 2 technology course

PUPIL PERSONNEL SERVICES SCHOOL COUNSELOR OR SCHOOL PSYCHOLOGY INTERN CREDENTIAL

- Copy of offer of employment or contract with school district
- CBEST Verification and/or copy of any currently valid credentials

PUPIL PERSONNEL SERVICES SCHOOL COUNSELOR OR SCHOOL PSYCHOLOGY PROFESSIONAL CLEAR CREDENTIAL

- CBEST verification, if not already submitted
- Copy of any currently valid credentials

ADMINISTRATIVE SERVICES INTERN CREDENTIAL

- Copy of offer of employment or contract with school district
- Form CL-41 EXP Verification of Experience form, signed by Human Resources personnel, verifying three years teaching or PPS experience (Download form at ctc.ca.gov; click "quick hits," click "application forms," click "forms," click CL-41 EXP.)
- Terms and Agreements, signed by Human Resources personnel, (available from Education Leadership administrative assistant (626) 815-5369)

ADMINISTRATIVE SERVICES PRELIMINARY CREDENTIAL OR CERTIFICATE OF ELIGIBILITY

- Form CL 777 Verification of Employment as an Administrator form, signed by Human Resources personnel and credential applicant (Preliminary Credential only) (Download form at ctc.ca.gov; click “quick hits,” click “application forms,” click “forms,” click CL 777.)
- Form CL-41 EXP Verification of Experience form verifying three years teaching or PPS experience (Download form at ctc.ca.gov; click “quick hits,” click “application forms,” click “forms,” click CL-41 EXP.)
- Copy of any currently valid credentials

ADMINISTRATIVE SERVICES PROFESSIONAL CLEAR CREDENTIAL

- Form CL-41 EXP Verification of Experience form, signed by Human Resources personnel, verifying two years experience as a school administrator (Download form at ctc.ca.gov; click “quick hits,” click “application forms,” click “forms,” click CL-41 EXP.)

LIBRARY MEDIA SERVICES PROFESSIONAL CLEAR CREDENTIAL

- Copy of any currently valid credentials

SCHOOL NURSE PROFESSIONAL CLEAR CREDENTIAL

- Copy of Preliminary School Nurse Credential
- Form CL-41 EXP Verification of Experience form, signed by Human Resources personnel, verifying two years experience under Preliminary school nurse credential (Download form at ctc.ca.gov; click “quick hits,” click “application forms,” click “forms,” click CL-41 EXP.)