CHECKLIST FOR PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL APPLICATION – EDD-EDLP Pathway

Please use this checklist to verify that your credential application is complete, then **SUBMIT ALL ITEMS TO THE CREDENTIAL ANALYST OFFICE, by email to credentials@csus.edu , mail or to EUREKA 414.** The Credential Analyst will initiate the online process once your application materials are received and evaluated in our office.

_____ 1. Update to your preferred email address on your My Sac State and on the CTC Website. Go to the CTC website at http://www.ctc.ca.gov/ . Then click on the "Educator Login" button. If you have not done so already, you will need to create a User ID and Password before you can update your email address.

_____ 2. The "Credential Request Form" is completed

_____ 3. Program planning sheet is properly filled in and signed by your EDLP faculty advisor.

_____ 4. Possession of valid <u>Clear or Life</u> California teaching or services credential.

_____ 5. Verification of 5 years full time experience (teaching or service): Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.

_____ 6. Verification of Employment as an Administrator: Use form CL-777 in this packet. If you have not been hired as an administrator, you may apply for a **Certificate of Eligibility** which will have an issuance date with no expiration date.

_____ 7. A copy of your passing CalAPA score report.

_____ 8. Your fee will be $100.00 + 2.65 (processing fee) = $102.65 to be paid online with a credit or debit card once you receive your first email.

You will receive a series of 3 emails, the first one directs you to a secure CTC website to pay and complete the Professional Fitness and Oath and Affidavit. The 3rd email will serve as the Letter of Verification.

If you have any questions regarding the application process, please contact the Credential Analyst Office at (916) 278-4567 or email us at credentials@csus.edu .

OUR MAILING ADDRESS: **CSUS Credential Analyst Office**
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Sacramento, CA 95819-6079   *CKLSTPRE.ADM 3/26*