



## Credential Application

The credential recommendation to Commission on Teacher Credentialing (CTC) is a multi-step process. This process is prompted by submission of the Credential Application.

- Step 1            Applicant is to ensure that all credential requirements have been met before submitting application. Please see our [website](#) for a complete list of requirements.
  
- Step 2            Submit completed application and email to designated advisor.
  
- Step 3            The University of Redlands will submit the information necessary to recommend you for the credential. This process generally takes 2-3 weeks.
  
- Step 4            Applicants will receive an email notification when a recommendation is submitted and will be able to complete and pay for the application immediately. The payment process must be completed within 90 days or the application will be purged and a new recommendation will need to be submitted. Applicants are responsible for updating contact information on CTC educator portal.
  
- Step 5            CTC will process the University's recommendation and grant the credential within 10 business days. You will not receive a printed document from CTC when your credential is issued. The website is the official site for all credentials and permits. You can print a copy of your credential from the CTC website.

**NOTE: We are unable to process your credential application if your Student Account is not current. You can call Student Financial Services at 909-748-8047 to check the status of your account.**

Questions? Contact the [Office of Licensures and Credentialing](#).



## Application for Recommendation

To be eligible for credential recommendation you must complete all coursework, pass all required exams and turn in any other requirements. Please see our [website](#) for a complete list of requirements.

### PERSONAL INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_ MAIDEN/FORMER NAMES: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS LISTED WITH THE CTC: \_\_\_\_\_

HOME/CELL PHONE #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

I have reviewed and met all credential requirements listed on our [website](#).

### CREDENTIAL INFORMATION

CREDENTIAL LEVEL:

INTERN  
Contract start date:  
CLEAR

PRELIMINARY  
CERTIFICATE OF ELIGIBILITY

### PRELIMINARY TEACHING

EDUCATION SPECIALIST

MULTIPLE SUBJECT

SINGLE SUBJECT

▪ SUBJECT: \_\_\_\_\_

### PUPIL PERSONNEL SERVICES

SCHOOL COUNSELING

### ADMINISTRATIVE SERVICES

PRELIMINARY

CLEAR

I, the undersigned, hereby authorize the release of my transcripts by the School of Education at the University of Redlands for the purposes of waiver verification, credentialing, or evaluation. I certify that the information I have provided is accurate. I understand that reporting inaccurate data or information is in direct violation of The University of Redlands' Academic Honesty policy.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Office use only:

- Credential reviewer: \_\_\_\_\_
- Credential recommendation date: \_\_\_\_\_
- Requirements met
- Credential granted
- Record sent to Registrar's Office