

Electronic Submission of Credential Application

The credential recommendation to CTC is a two-step process. First, the University of Redlands Credential Analyst will submit the data necessary to recommend you for the credential. Once this process is completed, an email is sent to you from CTC (Commission on Teacher Credentialing). This email prompts the second step which is completed by the student once this email is received. You will enter your SSN and DOB, confirm your information, answer background questions and then pay the application fee online, which is \$102.50 by credit card (must have a VISA or MASTERCARD logo). The Educator page on the CTC website (www.ctc.ca.gov) also includes helpful tips if you have issues navigating the online system.

Once you have completed this task, CTC will send you an email confirming that you have been recommended for the credential. You can use this confirmation as verification that you have been recommended by the University of Redlands and have applied for your credential. CTC will process your information and grant the credential within 5-10 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.

This process requires a valid, permanent email address and credit card.

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.

You are welcome to contact Alaine Murphy, Credential Analyst at 909-748-8797 or Alaine_murphy@redlands.edu with any questions you may have.

Please complete the opposite side and submit to the School of Education, Credential Analyst.



Application for Services Credential

Please check the Credential you are applying for:

- Certificate of Eligibility Preliminary Administrative Services Clear Administrative Services
 Pupil Personnel Services

To be eligible for these credentials you must complete all coursework, pass all required exams and submit original Verification of Experience forms (41-EXP and/or CL-777 for Administrative Credentials) to the Credential Analyst. Please see our website for a specific list of requirements – www.redlands.edu.

1.	_____	Full Legal Name: First, Middle, Last
2.	____ - ____ - ____	Social Security Number
3.	Date of Birth: ____ - ____ - ____	
4.	Mailing Address: _____	

5.	Former/Maiden Name(s): _____	First, Middle, Last
6.	Home/Cell Phone: (____) _____	
7.	Work Phone: (____) _____	
8.	Permanent Email: _____	
9.	Signature: _____	Date: _____