

## 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](http://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 Erin Parra, Credential Support at 909-748-8813 or [erin\\_parra@redlands.edu](mailto:erin_parra@redlands.edu) with any questions you may have.

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



## Application for Credential

Please check the Credential you are applying for:

Multiple

Single

Education Specialist

To be eligible for the Preliminary Teaching or Education Specialist Instruction Credential you must complete all coursework, pass all required exams and turn in any other requirements. Please see our website for a specific list of requirements – [www.redlands.edu](http://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: \_\_\_\_\_

Supplementary Authorizations: \_\_\_\_\_