

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Gevirtz Graduate School of Education - Credential Services Office - Phelps Hall 1178

SCHOOL PSYCHOLOGY CLEAR CREDENTIAL How to Apply for Your Credential

Credential Application Materials:

- 🍏 Complete the PPS Clear Credential Application Request Form on the next page 2.
- 🍏 Order an official UCSB transcript and have it sent to you.
- 🍏 Return the PPS Credential Application Request Form and the official UCSB transcript to: Suzanne Raphael, Credential Services Office, Phelps Hall 1178

Credential Clearance Process:

- 🍏 Credentials are cleared when all requirements are documented to include (a) Completion of Internship requirements; (b) CBEST, (c) Certificate of Clearance (d) TB Clearance (e) Faculty verification (f) Portfolio Competencies, (g) program courses and (h) a 3.0 GPA or higher.
- 🍏 If documentation is incomplete the candidate will receive a missing requirements letter. A grade of S, B or higher is required for each course. Students with grades of less than a B, Unsatisfactory, No Grade, or Incomplete will not be recommended for the credential until the quarter that grades are cleared by the instructor.
- 🍏 When grades and program requirements are cleared, the Credential Office begins the online credential recommendation process to the California Commission on Teacher Credentialing (CCTC).

Credential Recommendation to CCTC:

- 🍏 Credentials are recommended to CCTC at the end of June or the quarter in which a student completes requirements.
- 🍏 Two-three days after the on-line recommendation, the CCTC notifies the student to go on-line at the Commission website and complete the credential application process and pay the fee by credit card. DO NOT go on-line until you receive CCTC notification to do so.
- 🍏 After students complete the online application, they will receive a second email from the CCTC confirming the application is complete and the credential has been awarded.

Employer Verification:

- 🍏 Candidates can print the emails from the CCTC for employment verification.
- 🍏 The School Psychology Credential is renewed every five years with the Commission at the website: <https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy>



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School Psychology Clear Credential Application Request Form

Please bring this credential application and an official (sealed) UCSB Transcript to the Credential Services Office no later than June 1, 2009. Please let us know if you have any questions.

Name: _____
Last First Middle
(This is your legal name that will be on your credential.)

Permanent Address: _____
Number and Street

City State Zip

Home Phone _____ Cell Phone: _____

Email Address: _____
(Important: The California Commission will use this email address to correspond with you.)

Birth date: ____/____/____ Social Security Number: _____

College or university where you received your BA Degree: _____

Do you currently have a California Credential? ___No ___Yes (what type) _____

Credential Fee: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. ___\$57.00) or ___29.50

Please read and sign the following and return it with your official UCSB transcript no later than June 1, 2009.

I authorize the UCSB Credential Services Office to submit my transcript(s) to the California Commission on Teacher Credentialing if required for my credential application.

I understand the information on this application will be provided by UCSB as requested by the California Commission for the on-line credential recommendation.

Signed

Date Submitted