

# UNIVERSITY OF CALIFORNIA, SANTA BARBARA

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

## SINGLE SUBJECT TEACHING CREDENTIALS How to Apply for Your Credential

### Credential Application Materials:

- 🍏 Complete the SST Credential Application Request Form on the next page 2.
- 🍏 Order an official UCSB transcript for after the recording of the winter grades and have it sent to you.
- 🍏 Return the SST Credential Application Request Form and the official UCSB transcript before June 1, 2009 to: Suzanne Raphael, Credential Services Office, Phelps Hall 1178

### Credential Clearance Process:

- 🍏 Credentials are cleared when all requirements are documented to include CBEST, CSET, PACT, Credential Portfolio, TB Clearance, Certificate of Clearance, CPR, U.S. Constitution, prerequisite courses and program courses including student teaching and 3.0 GPA or higher..
- 🍏 If documentation is incomplete the candidate will receive a missing requirements letter. A grade of S, B or higher are 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.
- 🍏 Spring quarter grades are reviewed and cleared the third week in June or whenever they are posted by the instructor.
- 🍏 When spring grades are cleared at the end of June, 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.
- 🍏 Credential Authorization: 2042 Preliminary Single Subject Teaching Credential  
Renewal - This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.



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## SST 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: \_\_\_\_\_

Please circle your credential program:

- 2042 Preliminary Single Subject Credential      or
- 2042 Preliminary Single Subject Credential: BCLAD Emphasis/Spanish

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

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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