

**NOTRE DAME DE NAMUR UNIVERSITY**  
School of Education and Leadership

**2010-2011 APPLICATION FOR CREDENTIAL RECOMMENDATION**

**Directions to apply for your Credential**

(Education Specialist, Administrative Services and Reading Credential or Certificate)

All California educational credentials are issued by the California Commission on Teacher Credentialing (CTC). Yours will be issued by CTC on the basis of a recommendation from NDNU.

Summary:

1. Submit the attached NDNU application to NDNU Credentials Office. Pay the audit fee to the Business Office
2. Submit any additional required documentation
3. Complete CTC Application and fee (this will be emailed to you at the email address you put on this form)

Detail:

1. **This Form:** Submit completed and signed form to the Credentials Office. You may fax (650-508-3457) or email form to [thanna@NDNU.edu](mailto:thanna@NDNU.edu).
2. **NDNU Audit Fee:** Pay the required NDNU \$35 audit fee to the business office in person (106 St. Mary's), by phone (508-3565) or on-line ([www.NDNU.edu](http://www.NDNU.edu)) If you remit in person, have the business office stamp the box in section 2. If you remit by phone or online, the credentials analyst will confirm with the business office. Failure to remit fee or to clear any business office holds will result in the business office blocking the submission of your credential recommendation. Exempt from fee: 1) Internship credentials 2) candidates who have earned a non-internship prior credential at NDNU 3) Candidates who are also enrolled in the masters program, and who must complete degree audits.
3. **Documentation:** After you have completed the program and all requirements, we will assemble all your documentation and submit a recommendation packet electronically to the CTC. You will be notified of any missing documentation **Courses:** the Credentials Analyst will get the NDNU transcripts the CTC requires. Any course substitutions (based on experience, or on courses taken elsewhere) need a course substitution form signed by your advisor and relevant official transcripts in your credential file. **Experience requirement:** See page 2. **SPED only: Exams:** If, at the testing center, you identified NDNU to be a recipient of your results, we have them. If not, you must submit results to the credentials office. **SPED level II only: CPR card::** Copy the front and back of your CPR card verifying completion of Infant, Child, and Adult CPR and submit to the credentials office. **Admin only: Employment requirement:** See page 2
4. **CTC Application and fee:** The commission will send you an email at the address you identify on the attached form, which will notify you that you have been recommended, ask you to complete a CTC application form, and request an application fee of \$57, to be submitted electronically. This email will have the NDNU Credential Analyst's name in the "from" line and the "subject" will read: "[NOTICE] Application for New Teaching Credential", but it is sent to you by the CTC. Although it is counter-intuitive, electronic application forms are only emailed by the CTC upon receipt of recommendations and cannot be completed before. **If you do not complete this step the CTC will not issue you a credential.** **CTC Processing** After you submit the CTC application and CTC fee, you will receive email verification from the CTC. You may print this to use as credential application verification if your employer needs one. In 10-14 days you will receive your credential from the CTC by email. Your "official" credential is on the CTC website, which is available for employers to check.
5. **[For Internship Credential Applications only]: CTC Certificate of Clearance with LiveScan fingerprints:** You must have your fingerprints cleared **through the CTC** to be eligible for a credential. To check if you have been cleared by the CTC go to [www.ctc.ca.gov](http://www.ctc.ca.gov) , and click the red tab "CA educator" then "online credential search and application status". If you have a credential or "certificate of clearance" you have been cleared. If not, follow the procedures listed here: [How to apply for a certificate of clearance](#). You may have done fingerprints before for private school or a public school district, but the CTC requires fingerprints to be submitted and cleared through the CTC in order to issue credentials.

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**Credential Recommendation Form Step-by-Step Instructions:**

Complete Section 1 on the attached application

1. Name: Print your name as you would like it to appear on your credential.
2. Information, including e-mail address: This is the address at which the CTC will contact you to complete the application. If you leave it blank we will use your NDNU student email address. Questions regarding NDNU email accounts can be addressed to the HELP DESK at (650) 508-3555.
3. Check the appropriate program and credential type. If internship, identify the school district in which you will be employed. Attach employment form or letter.
4. Sign and date.
5. FEE: Pay the \$35 NDNU audit fee to the Business Office in person, by phone (650-508-3565) or electronically. <http://www.ndnu.edu/business-services/> If paid in person, have the form stamped. This NDNU fee is unrelated to the \$57 State of California credential fee required by the CTC.

**Notes:**

Experience requirement: Candidates for the following require verification of experience for credential issuance:  
*Administrative Services Credential:* 3 years successful teaching experience  
*Reading Certificate and the Specialist in Reading & Language Arts Credential:* 3 years successful teaching experience

*Education Specialist Level II:* two years of successful full-time experience on Level I credential.

Submit a letter on letterhead from your school district or form 41-EXP. Form available at <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>

Employment requirement: Because the Administrative Services credentials are two-tiered and candidates in have 5 years to complete the “clear” requirements, candidates for preliminary credentials are required to verify employment as administrators via a letter from their school district or CTC form: Administrative Services: form CL-777 <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>

In order to avoid “starting the clock” on Level 2 requirements, Administrative Services without an appropriate employment offer may be issued a “Certificate of Eligibility” for the credential by the CTC [a “placeholder” of sorts, which verifies completion of requirements] and may apply for credential issuance once the employment requirements are satisfied. Once the preliminary credential is issued, the 5 year “clock” for completing clear requirements starts ticking.

Master’s candidates: Masters Degree candidates MUST also complete Graduate Audit Form for the graduate degree. See Office of the Registrar (650-508-3521) for information. Masters and Masters/Credential students pay the masters audit fees and are exempt from the credential audit fees.

Graduation: Program completers are invited to participate in the **Spring Commencement Ceremonies!** Credential-only students must submit a completed [Petition to Walk Form](#) to the Credentials Office no later than February 1. Masters-only and Masters/Credential students contact the Registrar’s Office (650-508-3521) for forms and deadlines. Questions about guest tickets, gowns and academic regalia, parking, etc. should be directed to the Graduation Center (650-508-3725)

Address Changes: Please be sure to update mailing address changes with the REGISTRAR’S OFFICE.

Questions?      Credentials Office: 107 St. Mary’s Hall  
Terrance Hanna, Credentials Analyst  
Phone: (650) 508-3545  
Fax: (650) 508-3457  
Email: [thanna@NDNU.edu](mailto:thanna@NDNU.edu)

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**Credential recommendations will be processed when ALL requirements have been met and all financial obligations are cleared through the Business Office.**

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**A. Information**

Your name as you would like it to appear on your credential document:

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden Name/Initial</b>	<b>NDNU Student ID #</b>
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<b>Best e-mail address at which the CTC can contact you</b>	<b>Social Security Number</b>
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<b>Phone #</b>	<b>Date of Birth</b>	<b>Date of Expected Completion (Mo/Yr)</b>
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- B. Program:**
- Special Education**     Mild/Moderate     Moderate/Severe  
 **Administrative Services**  
 **Reading Specialist**

**C. Credential Type:**

**Special Education:**

- Internship—** (No audit fee)     District employment offer; letter or form attached  
 \_\_\_\_\_  
 Name of School District  
 **Preliminary Education Specialist.**  
 **Level II Education Specialist**     Experience: form 41-exp or letter of 2 yrs. exp.

**Administrative:**

- Preliminary Administrative**     Verification of employment as administrator  
 Experience: form 41-exp or letter of 3 yrs. FT teaching experience attached  
 **Certificate of Eligibility for Preliminary Administrative Credential**  
 Experience: form 41-exp or letter of 3 yrs. FT teaching experience attached

**Reading:**

- Reading Certificate**  
 **Specialist Reading/Language Arts**     Experience form 41-exp or letter of 3 yrs. FT teaching experience attached

<b>Student Signature (REQUIRED)</b>	<b>Date</b>
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**SECTION 2—OFFICE USE ONLY**

Fee Exemption <input type="checkbox"/> Internship <input type="checkbox"/> Prior NDNU Credential _____ <input type="checkbox"/> In Masters program, doing Masters Audit
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CREDENTIALS /BUSINESS OFFICE Review FEE DUE \$35    Bus. Office Cashier sig. or stamp: Date Paid:
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