

Teaching Credential Candidate Procedure

A step-by-step guide to help you navigate your credentialing journey with confidence.

Step 1: Apply for Admission

- Apply to the School of Education's Credential Program.
- Submit ALL your higher education transcripts to the Admissions Office.

Step 2: Enroll in Foundations Courses

- Enroll in Foundations Courses as advised by your Program Director.
- These courses must be completed before starting fieldwork.

Step 3: Set Up Canvas and Upload Documents (see diagram on page 3)

- Log in to Canvas: <https://ndnu.instructure.com>
- Upload your CTC-required documents to the course titled "CTC Required Documents."
 - If you do not see this course, contact the NDNU IT at Helpdesk@ndnu.edu -ask to be added to the Canvas course and provide your program name.
 - You will receive an invitation via your NDNU email once added.
 - Upload documents as you complete them to avoid delays later in the process.

Step 4: Transcript Review and Program Evaluation (To be completed during your first semester)

- From your NDNU email click the [CASPER](#) link and submit a request to the Credentials Office for:
 - CSET Evaluation (Subject Matter Requirement).
 - If you cannot login to your NDNU email contact NDNU IT at Helpdesk@ndnu.edu
- The Credentials Office will review your transcripts for:
 - Subject Matter Competency
 - U.S. Constitution Requirement

Step 5: Advance to Fieldwork – Student Teaching or Intern Teaching

- Complete all Foundations Courses.
- Attend the Student Teaching Orientation (typically held the week before classes begin).
- If pursuing Intern Teaching:
 - Work with your Placement Coordinator to secure a teaching placement.
 - Intern Teaching requires:
 - Program Director's approval
 - Enrollment in required coursework
 - Completion of all requirements within two years (per CTC guidelines)

Step 6: Intern Teaching (If Applicable) (see diagram on page 3)

Once approved, submit a [CASPER](#) request with:

- Intern Credential Application -found on [CASPER](#)
- Employment Letter

Step 7: Complete Program Coursework – Credential

- Successfully complete all required courses in your credential program.

Step 8: Final Credential Requirements – Upload to Canvas

- Upload all the remaining documentation to verify you have completed your state CTC Requirements to your assignments listed in your Canvas Course.
 - If you do not see the course, contact the IT Help Desk.
 - You will receive an invitation via email once added.

Step 9: Submit Required Documents

Upload the following to your Canvas course:

1. TB Test Results
2. Certificate of Clearance
3. Subject Matter Verification (CSET or waiver)
4. U.S. Constitution Verification
5. Teacher Performance Assessments (TPA – Cycle 1 and 2)
 - Support courses are provided by NDNU
6. RICA (Reading Instruction Competence Assessment)
 - Sunset extended to October 31, 2025
7. CPR Certification

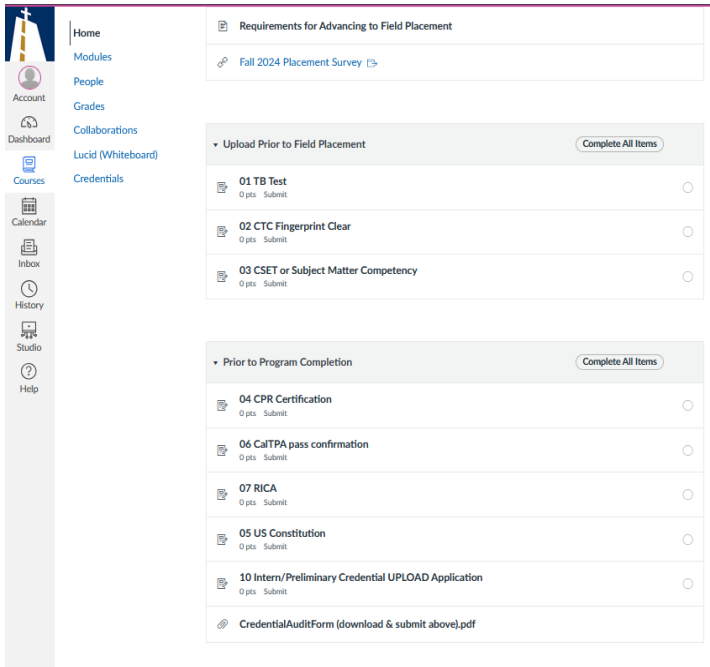
Step 10: Final Credential Application

- Submit a final [CASPER](#) request to the Credentials Office with your:
 - Preliminary Credential Application Form

Need Help?

Contact the Credentials Office at: credentials@ndnu.edu

Support is available throughout your credentialing journey.



This is your Canvas course for your program.
<https://ndnu.instructure.com>
 CTC Required Documents for MS, SS, Ed Sp

2. Do you have any supporting documents for the Credential Analyst? (CPR, US Constitution, CalTPA passing scores etc.).

☒ No
☐ Yes

3. What service are you requesting? *

Intern Credential Audit

- ✓ Intern Credential Audit
- Preliminary Credential Audit
- Evaluation for requirement (CBEST, CSET, U.S. Const)
- Credential forms
- Letter to your school district
- Use this option to tell Credentials Analyst what you need

Step 1. CLICK the link - <https://tinyurl.com/4rwxtpts>
Step 2. download, print & complete the form.
Step 3. UPLOAD your completed form below for the Credentials Analyst to review.
Step 4. Hit Submit to finish

This is CASPER! Kindly use it whenever you need to submit a request directly to the Credentials office. This app sends an ALERT to us and is tracked so we can easily search for it.

As you might imagine, the Credential Office receives a high volume of emails.

Although we make every effort to process your request quickly, you may experience processing delays during peak periods—particularly at the beginning and end of each semester.

To ensure that we are properly tracking and prioritizing your requests, please use CASPER whenever possible. It is accessible from your Outlook app on your iPhone.

The Credential Offices are located at JB 128 & JB 129.