

NOTRE DAME DE NAMUR UNIVERSITY
School of Education and Leadership

2008-2009 REQUEST FOR CREDENTIAL RECOMMENDATION

Directions to apply for your Credential

(Multiple Subject, Single Subject, Administrative Services, Education Specialist,
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.

To get your credential:

1. **Request for Credential Recommendation:** Submit completed form to the Credentials Office sometime during your program. Forms are date-stamped upon receipt, and credential requests are processed on program completion in the order received. Turn it in soon. Applicants who wait until the last minute (the end of the final semester), will be the last to receive the credential. If you want to participate in the spring graduation ceremonies, you **MUST SUBMIT THE FORM BEFORE FEBRUARY 1**. Instructions for the form are on page 2.
2. **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) 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 prior credential at NDNU 3) Post-preliminary candidates for the 'Clear' (tier II) Ryan and SB2042 credential who are also enrolled in the masters program
3. **Exams and courses, including student teaching:** Track your progress on the Campus Portal. 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. Courses: the credentials analyst will get the NDNU transcripts the CTC requires. Any course substitutions (based on experience or courses taken elsewhere) need your advisors approval in writing and official transcripts in your file. **All course substitutions must be approved by your advisor before taken.**
4. **Livescan fingerprints:** Submit to the CTC <http://www.ctc.ca.gov/notices/coded/060016/060016.pdf> then go online and to complete the Certificate of Clearance application. 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.** To check if you have been cleared through the CTC go to www.ctc.ca.gov , and click "look up a credential."
5. **CPR card:** If a CPR card is required for your credential, copy the front and back of your CPR card verifying completion of Infant, Child, and Adult CPR and submit to the credentials office. First aid certification is not required for credentialing.
6. **Processing:** After you have completed the program we will assemble all your documentation and submit a recommendation electronically to the CTC. Within 24 hours, 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 credential 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.**
7. After you submit the application and submit the CTC fee, you will receive email verification from the CTC. You may print this to use as a credential application verification if your employer needs one.
8. In two to three weeks you will receive your credential from the CTC by email.

The wise student keeps copies of everything (test scores, fingerprint forms, course substitution forms, etc.) submitted to the Credentials Office or the University. Many of the documents required for your credential will be required later for employment.

<p>*NOTE: The University and the applicant must meet both general and specific requirements as prerequisites for credentials issuances based on the applicable University and Education Codes.</p>
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Instructions: The Request for Credential Recommendation Form:

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. Attach employment or experience form or letter if required.
4. Sign and date

Employment Requirement

Because the Administrative Services and Education Specialist programs are two-tiered credentials and candidates in both cases have only 5 years to complete the requirements and secure the necessary experience for the second tier, candidates for Level I credentials are required to complete the appropriate Commission employment verification forms:

Administrative Services: form CL-777 <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>

Education Specialists: form CL-777.1 <http://www.ctc.ca.gov/credentials/leaflets/cl777-1.pdf>

Administrative Services and Education specialists without sufficient verified experience will be issued a "Certificate of Eligibility" for the credential and may apply for credential issuance once the experience requirement is satisfied.

Experience Requirement:

Candidates for the Reading Certificate and Specialist in Reading & Language Arts Credential require verification of experience for credential issuance, form 41-EXP

Forms are available at <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>

Candidates for the Education Specialist Level II require two years of successful full-time experience on their Level I credential. Submit a letter from your school district on letterhead or use the 41-EXP form above.

Section 2: Pay the \$35 NDNU audit fee to the Business Office. If paid in person, have the form stamped.

Note: This NDUN fee is unrelated to the \$57 CTC fee required by the Calif. Commission on Teacher Credentialing.

Note: Master's Degree candidates MUST also complete Graduate Audit Form for the graduate degree. See Office of the Registrar for information. Additional audit fees apply.

KEEP THIS PAGE FOR YOUR RECORDS

Date Submitted:

Please be sure to update mailing address changes with the REGISTRAR'S OFFICE.

Terrance Hanna, Credentials Analyst
Credentials Office
107 St. Mary's Hall
Ph: (650) 508-3545
Fax: (650) 508-3457

***NOTE:** The University and the applicant must meet **both** general and specific requirements as prerequisites for credentials issuances based on the applicable University and Education Codes.

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Credentials@NDNU.edu

Please note: We cannot process credential recommendations until ALL requirements have been met and financial obligations are cleared through the Business Office.

SECTION 1—CREDENTIAL APPLICANT

Please type or print clearly with a ballpoint pen. Use one application per credential type.

NDNU Student ID Number: _____

Last Name	First Name	Middle Name or Initial	Maiden/Former Name(s)
Daytime Phone: _____	Email Address: _____		
SSN: _____	Date of Birth: _____		
Date of Expected Completion (Month/Year): _____		Intent to Walk in Commencement Ceremony? <input type="checkbox"/> YES <input type="checkbox"/> NO	

TEACHING PROGRAM:	<input type="checkbox"/> Multiple Subject	<input type="checkbox"/> Single Subject	Please indicate Subject(s): _____
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Credential type (Please check one option)	<input type="checkbox"/> Internship— (No NDNU audit fee) _____ <i>NDNU-approved District</i>	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Clear Credential <i>For holders of pre-2004 preliminary credentials or those working in private schools; AND who have completed a post-preliminary program.</i> <input type="checkbox"/> Ryan <input type="checkbox"/> SB 2042
	<input type="checkbox"/> Employment offer from approved district attached		

ADMIN/SPECIAL EDUCATION PROGRAM:	<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Education Specialist	<input type="checkbox"/> Mild/Moderate <input type="checkbox"/> Moderate/Severe
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Credential type (Please check one option)	<input type="checkbox"/> Internship— (No NDNU audit fee) _____ <i>NDNU-approved District</i>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Certificate of Eligibility
	<input type="checkbox"/> Employment offer from approved district attached	<input type="checkbox"/> Form CL-777 or CL-777.1 attached	<input type="checkbox"/> form 41-exp or letter of experience attached	

READING PROGRAM:	<input type="checkbox"/> Reading Certificate	<input type="checkbox"/> Specialist in Reading and Language Arts	<input type="checkbox"/> form 41-exp attached
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Student Signature (REQUIRED) _____ Date _____

SECTION 2—Fee OFFICE USE ONLY

Fee Exemption
<input type="checkbox"/> Internship
<input type="checkbox"/> Prior Credential _____
<input type="checkbox"/> Clearing preliminary in Masters program

CREDENTIALS /BUSINESS OFFICE Review
FEE DUE \$35
Date Paid: _____ Business Office Cashier: _____

***NOTE:** The University and the applicant must meet **both** general and specific requirements as prerequisites for credentials issuances based on the applicable University and Education Codes.