

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

**APPLICATION FOR A CREDENTIAL RECOMMENDATION TO  
THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING (CTC)**

**Directions**

All California educational credentials are issued by the California Commission on Teacher Credentialing (CTC) on the basis of completion of state and program requirements and a recommendation from NDNU.

**Steps:**

1. Complete the attached NDNU Application for Credential Recommendation and pay the \$35 credential recommendation processing fee to the NDNU Business Office, located in St. Mary's Hall, Room 106. Exempt from fee: a) candidates who have earned a prior preliminary (non-internship) credential at NDNU, b) candidates who are also enrolled in the master's program and who must complete a degree audit through the registrar's office.

If you remit in person, the Business Office will stamp the box in Section 2 as PAID. If you remit online, the Credentials Analyst will confirm your payment 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. The NDNU Application for Credential Recommendation needs to be submitted to Terrance Hanna in the NDNU Credentials Office located in St. Joseph's Hall, Room 120. You may scan the completed form and email it to [thanna@ndnu.edu](mailto:thanna@ndnu.edu) or fax to 650-508-3457.

2. After submission of your NDNU Application for Credential Recommendation, the Credential Analyst will audit your file for completeness, notify you of any missing documentation or requirements and, when complete; submit all required documentation to the CTC.
3. After submission of the NDNU Application for Credential Recommendation, you will receive an email from the CTC. The "subject" line of this email will read: "[NOTICE] Application for New Teaching Credential". (Although it may have the NDNU Credential Analyst's name in the "from" line, this email is generated from the CTC, not NDNU.) Complete the linked CTC form and pay the State of California credential fee electronically (currently \$100). **If you do not complete this step (state form and fee) the CTC will not issue you a credential.**  
(<http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>)

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**Requirements: Special Education Credentials**

1. **CPR CARD:** Each application for a preliminary teaching credential (multiple, single and special education) requires submission of a valid CPR card verifying completion of a course in infant, child, and adult CPR. CPR cards are generally valid for two years. If you have not already submitted a card, email or fax copy of valid card to credentials office.
2. **U.S. CONSTITUTION REQUIREMENT:** Each application for any teaching credential (including internship credentials) (multiple, single and special education) requires completion of the CTC U.S. Constitution requirement. The three ways to meet the requirement are:
  - a. BA/BS from a California State University (CSU). Unfortunately, UC degrees do not automatically meet the requirement.
  - b. Transcript showing college course of at least 2 units specifically on the US Constitution or introductory course on American Government. Two semesters of coursework covering both halves of a typical US history survey are also acceptable. AP credits are acceptable **ONLY** if at least 2 units of credit for specific course are registered on college transcript. "Institutions requirement met" on transcript does **not** meet CTC requirement.
  - c. Submit verification of passing approved college examination such as NDNU's online multiple choice exam at [www.USConstitutionExam.com](http://www.USConstitutionExam.com). Contact Terrance Hanna at [thanna@ndnu.edu](mailto:thanna@ndnu.edu) for current NDNU student discount code.
3. **PASSING RICA SCORES** are required for multiple subject and special education credentials.

**Requirements: ADMINISTRATIVE SERVICES CREDENTIAL CANDIDATES only:**

1. **EXPERIENCE REQUIREMENT:** Five years successful teaching experience. Submit letter from your school district or form 41-EXP; <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>
2. **EMPLOYMENT REQUIREMENT:** Because the Administrative Services credentials are two-tiered and candidates have five 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>
3. **CERTIFICATE OF ELIGIBILITY:** In order to avoid "starting the clock" on Level 2 (Administrative "Clear") requirements, Administrative Services program completers without an administrative employment offer may be issued a "Certificate of Eligibility" for the preliminary credential by the CTC (a "placeholder" of sorts, which certifies completion of requirements and does not expire) and may apply for the preliminary administrative credential when an administrative position is secured.

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Once the preliminary administrative credential is issued, the five year "clock" for completing clear requirements starts ticking.

MASTER'S CANDIDATES: Application process for degrees and credentials are different. Credential students also completing a Master's Degree MUST also complete Graduate Audit Form via the Office of the Registrar (650-508-3521). Masters/Credential students pay the masters audit fees at the registrar's office and are exempt from the credential audit fees.

Date Submitted: \_\_\_\_\_

NDNU Student ID# \_\_\_\_\_

Credential recommendations will be processed when ALL requirements have been met and all financial obligations are cleared through the Business Office. The processing fee for the recommendation is \$35.

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**SECTION 1 – CREDENTIAL APPLICANT**  
Please print clearly.

**A. Information:** Print your name *as you would like it to appear on your credential document*

\_\_\_\_\_

Last Name	First Name	Initial/Middle/other (if desired)
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\_\_\_\_\_

Other last names used at NDNU

\_\_\_\_\_

Email address at which the CTC will contact you

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Phone number

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Semester of Expected Completion

**B. Program and type:**

**Education Specialist: Mild/Moderate**   
**Moderate/Severe**

Special Education Internship (no audit fee)

Name of School District \_\_\_\_\_

Contact name and phone \_\_\_\_\_

District Employment offer or form CL-777.1

Attached

**Administrative Services: Preliminary**  **Certificate of Eligibility**

**Letter of 5 years of teaching experience or CTC 41-EXP form**

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**C. Student Signature (REQUIRED)**

**Date**

**SECTION 2—OFFICE USE ONLY**

**Fee Exemption**

Prior NDNU Credential \_\_\_\_\_

Date: \_\_\_\_\_

In Master's program: Masters Audit

**CREDENTIALS /BUSINESS OFFICE Review**

**Business Office Cashier signature or stamp:  
\$35 FEE**

**Date Paid:**