

How to Apply for your Preliminary Administrative Services (PASC I) Credential or Certificate of Eligibility

What's the difference between the Preliminary Credential and the Certificate of Eligibility?

Candidates for the Administrative Services Credential can apply for a **Certificate of Eligibility** once they have completed all program requirements for their credential. The Certificate tells a prospective employer that you are eligible for a credential. It also means that you are not obligated to enroll in a PASC II program until you are awarded the Preliminary Credential.

The **Preliminary Credential** can only be requested if the Candidate has secured a job. Once the Preliminary Credential has been granted, you will have five years to enroll in and complete a PASC II program.

What if I have a job now but the job changes before next fall/spring?

As long as you remain employed, it doesn't matter if your job changes between the time you apply for the credential and next fall/spring.

What if I don't have a job and I apply for a Certificate of Eligibility but then get a job?

Once you receive your Certificate of Eligibility from SSU, you will need to go through your employing county to have your credential changed from a Certificate of Eligibility to a Preliminary Credential.

Please follow the instructions below to apply for your Preliminary Administrative Services Credential or Certificate of Eligibility

1. Complete the attached "Request for Preliminary Administrative Services Credential or Certificate of Eligibility" form. Make sure to include a CLEAR, CURRENT and ACTIVE email address that will not be discontinued within the next 3 months. This is critical for the completion of this process.
2. Include a check or money order made out to SSU for \$25.00 with your application.
3. If you are applying for the Preliminary Credential, include the COMPLETED "Verification of Employment" CL-777 form with your application (your employer needs to complete and sign the form; you will also need to sign it). You can download the form at: <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>
4. Make sure your Basic Credential is VALID (if it will expire in less than 12 months from the time you apply for the Administrative Services Credential, you MUST renew your basic credential BEFORE you submit this application to the Credentials Office.)
5. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential approximately 2 weeks after submitting your application to the Credentials Office. The email will be "from" the Credential Analyst at SSU and the "subject" will read: "[NOTICE] Application for New Teaching Credential".
6. Follow the directions on the email to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete until this fee is paid.
7. In approximately 2 weeks after completing step 6 you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.
8. As of 9/01/08 the California Commission on Teacher Credentialing went paperless. Therefore, credentials are no longer being mailed out. However, once you receive the email from the CCTC you will be able to retrieve and print a suitable-for-framing copy of your credential from the following website www.ctc.ca.gov.

Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:
SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.
Call (707) 664-3141 with any questions.

KEEP THIS PAGE FOR YOUR RECORDS

Date Submitted: _____

Please update our office if you change your address.
Admissions & Records does not forward address changes to our office.

Sonoma State University
School of Education
Request for Preliminary Administrative Services Credential
or Certificate of Eligibility

Please type or print clearly with ballpoint pen

Student's Last Name (PRINT)	First Name	Middle Name	Maiden/Former Name(s)
Daytime Phone		E-mail Address	
SSN		Date of Birth	
Student Address:			
<hr/> <div style="display: flex; justify-content: space-between;"> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i> </div>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREDENTIAL REQUESTED <i>(please choose one):</i>			
Certificate of Eligibility <input type="checkbox"/>		Preliminary Administrative Services <i>(must include completed CL-777 form)</i> <input type="checkbox"/>	
Student Signature (REQUIRED)		DATE	

Credential Analyst Use Only
Date Submitted to CCTC: _____
By: _____

For Office Use Only
<input type="checkbox"/> Database <input type="checkbox"/> Student File <input type="checkbox"/> _____