

How to Apply for your Resource Specialist Certificate

Please follow the instructions below to apply for your RSP Certificate

1. Complete the attached “Request for RSP Certificate” 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. Provide verification via a letter on letterhead of three or more years of teaching experience, including both regular and special education. (Experience shall be verified by the appropriate administrative official of the district, special education services region, or county office in which the experience took place.)
4. Make sure your Special Education Credential is VALID (if it will expire in less than 12 months from the time you apply for the RSP Certificate, you MUST renew your Special Education 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 RSP Certificate

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/> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature (REQUIRED)		DATE	

Credential Analyst Use Only

Date Submitted to CCTC:

By: _____

For Office Use Only

Database

Student File
