

## How to Apply for your Preliminary Education Specialist (Level I) Credential or Certificate of Eligibility

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

Education Specialists 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 Level II program until you are awarded the Preliminary Credential.

The **Preliminary Level I Credential** is usually only requested if the Education Specialist has secured a job. However, if you expect to be employed as an education specialist in the near future, you can opt to apply for the Preliminary Credential instead of the Certificate of Eligibility, even if you haven't secured a job. *Please note: once the Preliminary Credential has been granted, you are obligated to enroll in a Level II program within 120 days of the date of the credential.*

### *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?*

If you get a job within a few weeks of having turned in this application, have your employer complete the "Verification of Employment" CL-777.1 form. Return it to the Credentials Office ASAP. This will allow us to request a Preliminary Credential for you instead of a Certificate of Eligibility. If you get a job long after you submitted your application to us, 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 Education Specialist Credential or Certificate of Eligibility**

1. Complete the attached "Request for Preliminary Education Specialist 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. Include a copy of the "Verification of Survey Completion" page you printed after completing the online CSU Exit Survey available at: [www.csuexitsurvey.org](http://www.csuexitsurvey.org).
4. If you are applying for the Preliminary Credential, include the COMPLETED "Verification of Employment" CL-777.1 form with your application (your employer needs to complete and sign the form; you will also need to sign it).
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 within 4-6 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. Once your credential is issued (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. You will receive your credential in the mail directly from the California Commission on Teacher Credentialing. Your employer may want a copy of your issued credential.

**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.

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### ***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 Education Specialist 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	
<b>Student Address:</b>			
<hr/> <div style="display: flex; justify-content: space-between;"> <span><i>Street</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>Zip</i></span> </div>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>PROGRAM</b> <i>(please choose one):</i> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Mild to Moderate   <input type="checkbox"/></span> <span>Moderate to Severe   <input type="checkbox"/></span> </div>			
<b>CREDENTIAL REQUESTED</b> <i>(please choose one):</i> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Certificate of Eligibility   <input type="checkbox"/></span> <span>Preliminary Education Specialist <i>(must include completed CL-777.1 form)</i>   <input type="checkbox"/></span> </div>			
<b>Student Signature (REQUIRED)</b>		<b>DATE</b>	

**Credential Analyst Use Only**

Date Submitted to CCTC:  
 \_\_\_\_\_

By: \_\_\_\_\_

**For Office Use Only**

Database

Student File

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