

How to Apply for your Multiple Subject or Single Subject Credential

(for SB 2042 or “New Program” candidates only)

Please follow the instructions below to apply for your Multiple Subject or Single Subject Credential

1. Complete the attached “Request for SB 2042 MS or SS Credential” 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. Attach a copy of the front and back of your CPR card verifying completion of Adult, Infant and Child CPR (Online CPR Certification NOT ACCEPTED).
3. Include a check or money order made out to SSU for \$25.00 with your application.
4. Include a copy of the “Verification of Survey Completion” page you printed after completing the online CSU Exit Survey available at: www.csuexitsurvey.org.
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. 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.

Please note: If you have not met all requirements by the end of student teaching, please apply once your final requirement has been met. We cannot process credentials until ALL requirements have been met.

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 SB 2042 MS or SS Credential

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			
PROGRAM <i>(please check one option):</i> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> Multiple Subject <input type="checkbox"/> </div> <div style="text-align: center;"> Multiple Subject BCLAD <input type="checkbox"/> </div> <div style="text-align: center;"> Single Subject <input type="checkbox"/> <i>Please indicate Subject Area: _____</i> </div> </div>			
Student Signature (REQUIRED)		DATE	

Credential Analyst Use Only

Date Submitted to CCTC:

By: _____

For Office Use Only

Database

Student File
