

## Credential Request Checklist

**In addition to the Online Credential Request Form you will need to submit all items to the Credential Office, not previously submitted, under the appropriate checklist below:**

- To document completion of approved coursework, taken after admission at an institution other than CSUN, submit official transcripts in sealed envelopes.
- Verification of experience must be documented on the district or employing agency letterhead. **The letter must have an original signature from a designated Human Resource representative, not a school site administrator.**

**Instructions**

Items checked should be submitted in person or by mail to the Credential Office at:

Cal State Northridge  
Credential Office EA 103  
18111 Nordhoff Street  
Northridge, CA 91330-8265

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**BASIC PROGRAMS**

**PRELIMINARY MULTIPLE SUBJECT**

- RICA

**PRELIMINARY SINGLE SUBJECT**

No additional items needed

**GENERAL EDUCATION INDUCTION**

No additional items needed

**SPECIAL EDUCATION**

**PRELIMINARY EDUCATION SPECIALIST**

- RICA (Not applicable for Early Childhood)
- CPR Certification – Adult, Infant & Child

**CLEAR EDUCATION SPECIALIST**

- CPR Certification – Adult, Infant & Child  
(If required on your program plan)

**AUTISM, EMOTIONAL DISTURBANCE, and RESOURCE SPECIALIST ADDED AUTHORIZATION**

- Verification of Experience (3 years teaching in Regular and/or Special Education) (**Required for Resource Specialist only**)

**ADMINISTRATIVE SERVICES**

**CERT. OF ELIGIBILITY ADMINISTRATIVE SERVICES**

- Verification of Experience (5 years teaching)
- Clear Credential with English learner authorization

**PRELIMINARY ADMINISTRATIVE SERVICES**

- Verification of Experience (5 years teaching)
- Clear Credential with English learner authorization

- [\*Verification of Employment as an Administrator Form\*](#)

**OTHER SERVICES AND SPECIALISTS**

**READING AND LIETERACY LEADERSHIP SPECIALIST**

- Verification of Experience (3 years teaching)

**PUPIL PERSONNEL SERVICES**

No additional items needed.

**SPEECH-LANGUAGE PATHOLOGY SERVICES**

No additional items needed.

**OTHER AUTHORIZATIONS**

**BILINGUAL AUTHORIZATION**

No additional items needed.

**CLAD (CTEL) CERTIFICATE**

No additional items needed.