

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

BASIC PROGRAMS

PRELIMINARY MULTIPLE SUBJECT

- RICA

PRELIMINARY SINGLE SUBJECT

No additional items needed

TEACHER 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.