

MANUAL CREDENTIAL APPLICATION INSTRUCTIONS

The following situations require a Manual Credential Application process:

- ❖ All candidates applying under the Prelingually Deaf Option
- ❖ Education specialist candidates adding a new specialty area of authorization (Example; MM adding MS)
- ❖ Intern candidates requesting an appeal or change of employer or authorization
- ❖ Educators who already hold a clear teaching credential in one area, either general education or special education, who have completed a preliminary credential program in a different teaching area. These educators are entitled to be granted a clear teaching credential in the new credential type.

Please submit the following items to the Credential Office

- **Application Form 41-4**
- This form can be located on the Commission on Teacher Credentialing (CTC) website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Complete sections 1, 2, 3, 6, 7 & 9. Print and sign the form. Do not complete sections 4, 5 or 8; these are for office use only.
- **\$100 Money Order or Cashier's Check made payable to CTC**
Cash, personal checks and credit cards are NOT accepted.
- **Credential Request Form**
Follow the instructions on the Credential Request form and include all necessary documentation.

Additional required items for Preliminary Prelingually Deaf Candidates:

- **Letter from a physician or licensed audiologist clearly stating that you are prelingually deaf.**
- **Audiologist Report**

Additional required items for Internship Request to Change Employer and or Subject Authorization:

- **Detailed instructions regarding changes to an internship credential can be found in the following link:**
https://www.csun.edu/sites/default/files/CHANGE%20RESTRICTION%20ON%20INTERN%20CREDENTIAL%20-%20FLYER_0.pdf

Additional required items for Internship Appeals to Extend:

- **Detailed instructions regarding appeals to extend a university internship credential can be found in the following link:**
https://www.csun.edu/sites/default/files/APPEAL%20TO%20EXTEND%20INTERN%20CREDENTIAL%20-%20FLYER_0.pdf