



**MICHAEL D. EISNER**  
COLLEGE OF EDUCATION

Credential Office (EA-103)  
18111 Nordhoff St.  
Northridge, CA 91330-8265  
Phone: 818-677-CRED  
Email: [credprep@csun.edu](mailto:credprep@csun.edu)

**SB57- REQUEST FOR VERIFICATION  
OF PROGRAM COMPLETION/STATUS LETTER**

Per Senate Bill 57, this form is to be used only by candidates with 3-5 years of qualified private school teaching experience that have completed all program requirements **with the exception of student teaching and Teaching Performance Assessment (TPA)**.

Candidates with 6 or more years of qualifying experience do NOT need a status letter.

The status letter will be provided to the candidate to send along with their application to the Commission on Teacher Credentialing (CTC). It is the candidate’s responsibility to apply directly to the CTC and provide all documentation as detailed in the attached CL-834 leaflet.

Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work or Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

When requesting a program completion/status letter, please submit the following items to the Credential Office:

1. Completed request form.
2. Verification of 3-5 years private school teaching experience on official school letterhead and signed by the Director of Personnel, Principal or Director.
3. Additional materials not already on file with the Credential Office (updated transcripts, test scores, CPR, etc.).

Your letter will be mailed to the address that you have provided above. Please allow at least 1 business week for processing. Thank you.

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**(For office use only)**

Received by \_\_\_\_\_ Date: \_\_\_\_\_  
Staff Initials