

Humboldt State University
School of Education
HGH 202
(707) 826-5867

REQUEST FOR CREDENTIAL CHECK

Current Contact Information

Name _____ Date of Request _____
Last First Middle
Address _____ Phone _____
Number Street Apt. No.
City State Zip Code Work Phone _____
Email Address _____ Soc Sec No. _____ DOB _____

I am a candidate for the following credential(s): *Credential Completion Date:* _____

_____ **Preliminary Multiple Subject**
Supplementary Authorizations in: _____
Subject Matter Authorizations in: _____

_____ **Preliminary Single Subject Area:** _____
Supplementary Authorizations in: _____
Subject Matter Authorizations in: _____

_____ **Mild/Moderate Education Specialist** _____ **Moderate/Severe Education Specialist**
Certificate of Eligibility
Preliminary _____ Clear

_____ **Adapted P.E.**

_____ **Administrative Services** _____ Certificate of Eligibility
Preliminary _____ Clear

**MANDATORY \$30.00
COMMENCEMENT FEE**

cashier's stamp

Take this completed (**both sides**) Request form to Student Financial Services (2nd floor of SBS) with the \$30.00 fee.
Return this form (**with cashier stamped paid**) to the Coordinator's Assistant, HGH 202.

RELEASE FORM

I give the Humboldt State University Credential Analyst permission to send any transcripts, score reports, or other documents necessary to process my credential application to the California Commission on Teacher Credentialing and to discuss my progress towards credential requirements with a potential employer or with BTSA staff as necessary.

Printed Name as You Want it on Your Credential

Signature

Date

You must be recommended for a credential electronically. This requires that you have a VISA or MasterCard debit or credit card, or be willing to purchase a refillable (gift) card from one of these companies. After you complete all requirements for the credential, the HSU credential analyst will access a secure web site and recommend you electronically for the credential. You will then receive an email with a link to the secure web site, which you access with your social security number and birth date. There you will complete your part of the application form and provide a credit/debit card number to pay the application fee for the credential. If you are using a refillable/gift card, it must be registered with VISA or MasterCard before you use it or it may be rejected. After you have completed your part of the application, you will receive an email with a fee confirmation number which you can print out or forward to your employer verifying you have been recommended for and applied for a credential. Within ten days you will receive another email notifying you the document has been issued and giving you a link where it will be available for you to print out within 48 hours. Starting September 2008, the Commission is no longer producing or mailing paper documents; they are going totally electronic.

AOL is not compatible with this process, so to recommend you, we need a non-AOL email address for you. (You may set up a Hotmail account free of charge.)

Non- AOL email account: _____

Please print legibly.