Credential Recommendation Process

To begin the process, you will need to fill out the Credential Recommendation (CRR) form. You will need to provide a permanent email address. Please be sure to check your spam filter(s) as you will need to receive emails from the CCTC. USC student email accounts are disabled approximately six months from the date of graduation. This means that you will no longer have access to check your USC email. USC does not guarantee notification to users who might be affected outside a normal schedule for disabling. For these reasons we do not recommend using your USC student email account.

1. USC will submit an online recommendation directly to the CTC after verifying candidate completion of all requirements.
2. Candidates will then receive three emails from the CTC:
   a. The first will request payment of the application fee and require you to answer professional fitness questions. NOTE: you have not applied for your credential until you have paid the fee.
   b. The second will confirm receipt of your application and notify you that CCTC must conduct a professional fitness review (review of your answers to the professional fitness questions).
   c. The third and last email may be used as an electronic C-19 verification letter of credential issuance.
3. The online official record of your document (credential) will be viewable to you and your potential employer directly through the Commission’s website in approximately 48 hours at: http://www.ctc.ca.gov under Search for Educator. The CCTC anticipates the complete process will take approximately 10 days.

Although previously submitted documents may be on file in another office, I may not have access to those records. In order to process your recommendation as quickly as possible it may be necessary for you to re-send document(s) directly to me.

- All transcripts must be official but do not need to be in sealed envelopes.
- Photocopies are acceptable for CPR training verifications and examination score reports.

Verification Documents Needed for Preliminary Multiple and Single Subject Teaching Credentials

☐ Transcript verifying conferral date of your bachelor’s degree. If you completed course work outside of the United States, you must have your transcripts evaluated by an agency approved by CCTC before you submit the CRR form. Contact the Credential Analyst for additional information if this applies to your situation.
☐ Valid Certificate of Clearance (COC) or 30-Day Substitute Teaching Permit issued by the CCTC
☐ Verification of having met the Basic Skills Requirement
☐ Verification of having met the Subject Matter Requirement
☐ Verification of having met the U.S. Constitution Requirement
☐ Verification of having passed the EdTPA
☐ CSET: Spanish Subtest III score if you are applying for a Bilingual Authorization, in addition to taking and passing EDUC 558
☐ RICA score report (Multiple Subject & Education Specialist only)
☐ Verification of CPR training that covers infant, child and adult CPR skills. Online ONLY courses will not be accepted.
☐ Verification of 100% passing grade on Unit 7 Healthy Environments Summative Assessment in online orientation. Once you have successfully completed the assessment with a score of 100%, send an email to your academic advisor and rossier.credentials@usc.edu. Include your name, student identification number, and screen print of passing grade in your message.

To ensure that your application will be processed as quickly as possible, submit all required documentation to:

Dr. Cathy R. Creasia
Program Specialist for Accreditation and Evaluation
Credential Analyst/Coordinator
Rossier School of Education

1150 S. Olive Street, Suite 2123
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P: (213) 821-3409   F: (213) 821-3424

Dr. C. Creasia-Credential Analyst 1/2016