

# Credential Center Evaluation Request Teacher Librarian Services Credential

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All CSULB credential candidates are required to open a file with the College of Education Credential Center, a Commission on Teacher Credentialing approved program sponsor, prior to student teaching, fieldwork, or their final semester.

To open your credential file and receive an initial credential evaluation, please follow these steps:

Step 1: Pay \$25 [Credential Evaluation and Services](#) fee (fee is nonrefundable)

Step 2: Gather the following required documents electronically. Please make sure to title each document clearly with your name, campus ID, and description (e.g. LastName, FirstName\_CampusID\_Payment Receipt)

- x Credential Evaluation and Services fee payment receipt
- x Basic Skills Requirement for additional information see our [General Requirements page](#). Please provide one of the following:
  - o CBEST scores; or
  - o Copy of CTC approved alternative. Please order original records. The Credential Center will notify you if we need to see the original. Please keep the original for your records.
- x Valid California Teaching Credential printout from CTC website showing the following information:
  - o Valid basic California teaching credential with issuance/expiration dates. Teaching credential may be one of the following:
    - f A teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching and proof of holding an English learner authorization; or
    - f A clear, fulltime Designated Subjects Teaching Credential, provided that the holder also possesses a bachelor's or higher degree from a regionally accredited college or university, has met the Basic Skills Requirement (CBEST or proof of CTC approved alternative) and proof of holding an English learner authorization
- x Note regarding Official Transcript(s) If using approved equivalencies from an institution other than CSULB, you may be to submit an official transcript from that institution. You will not be asked to upload a transcript at this time, a credential analyst will contact you after reviewing your items and let you know if a transcript is needed.
- x Candidates who already hold a Teacher Librarian Services Credential and are completing just the Digital Literacy Special Class Authorization, must provide a CTC printout of their Teacher Librarian