



Petition for Credential

(Enter full legal name)			
First name:	Middle name/initial :	Last name:	ID:
Social Security #			DOB:
Email:			Phone:

This petition for your credential must be completed and submitted with all required documents to the Dean's Office by the:

3rd Friday in January for a March graduation date

1st Friday in March for a June graduation date

3rd Friday in June for a September graduation date

1st Friday in October for a December graduation date

You will be recommended for your credential once all grades are posted and all supporting documents are submitted

Processing time for complete files:

Recommendation will be made within 5 business days from time submitted

CTC will email applicant within 10 business days of recommendation

CTC will issue credential pending payment and background check within 10 additional business days.

TOTAL processing time can be up to 25-27 working days

Multiple and Single Subject Credential	Administrative Services Credentials	Reading Specialist Credentials
<input type="checkbox"/> Preliminary Multiple Subject	<input type="checkbox"/> Certificate of Eligibility	<input type="checkbox"/> Reading Certificate
<input type="checkbox"/> Preliminary Single Subject	<input type="checkbox"/> Tier I – Administrative Services	<input type="checkbox"/> Reading/Lang. Arts Specialist
(enter subject) _____	<input type="checkbox"/> Tier II – Administrative Services	
<input type="checkbox"/> Clear Multiple Subject		
<input type="checkbox"/> Clear Single Subject		
(enter subject) _____		

Special Education Credentials	
<input type="checkbox"/> Certificate of Eligibility	ADD ON AUTHORIZATIONS (can only be added on to new credential filings)
<input type="checkbox"/> Intern – Mild Moderate Disabilities	
<input type="checkbox"/> Intern – Early Childhood Education	
<input type="checkbox"/> LEVEL I – Mild Moderate Disabilities	
<input type="checkbox"/> LEVEL I – Early Childhood Education	
<input type="checkbox"/> LEVEL II – Mild Moderate Disabilities	
<input type="checkbox"/> LEVEL II – Early Childhood Education	

By signing below, I understand that Santa Clara University will only recommend me for a credential to the California Commission on Teacher Credentialing (CCTC). The CCTC is the governing body to approve and issue my credential	
Student Signature:	Date: