

## Clear Administrative Services Credential Process

### Now that I have completed all the coursework, what do I do to receive the Clear Credential?

In order to be recommended for the Clear Credential with the Commission on Teacher Credentialing (CTC), an applicant will need to:

1. Ensure that their basic teaching or service credential is current and renewed **prior to** submitting your application packet to the Credential Analyst & Counselor in the University of California, Irvine's School of Education office
  - Please note that the expiration date of your basic credential will be tied to your administrative services credential.
  - For example, your basic credential will expire on 2/1/2025. You submitted your application packet on 3/1/2024. Your administrative services credential will be issued with an expiration date of 2/1/2025.
2. Submit an application packet with the following documents to the Credential Analyst & Counselor:
  - ☐ Completed credential application via DocuSign at <https://powerforms.docusign.net/8b7726cd-a373-44be-9ba0-bcaff935eaf6?env=na3&acct=0d071fbe-b378-4a6a-be90-aea14adff69e&accountId=0d071fbe-b378-4a6a-be90-aea14adff69e>
    - Fill out section #1 (Please provide an email address that is not an AOL or a School District email address).
    - For section #2 Application Type Requested, select "Upgrade (Clear Credential or Child Development Permit)".
    - For section #3 Choose Document Type, select "Administrative".
    - Leave section 4, 5, and 8 blank.
    - Fill out section 6, 7 and 9.

*\*DocuSign will be digitally delivered to UCI School of Education's credential analyst after you click finish/complete. \**

- ☐ Official verification of at least two years of successful employment as a full-time school administrator (Note: Verification needs to be on school district letterhead. Verification needs to be signed by your school district's Director of Human Resources, Director of Personnel, Superintendent, or Assistant Superintendent. Signature must be official, which is defined as 'wet ink' or digital using Adobe or DocuSign.)
- ☐ ONE official transcript reflecting grades for all required courses
  - Please order an official transcript over here: <https://ce.uci.edu/student-resources/academic-records/transcript-credits-grades>. Transcript requests need to be ordered online through your online account by requesting a digital transcript via Parchment. The digital transcript **must be sent** to UCI School of Education's Credential Office at [SOEcredential@uci.edu](mailto:SOEcredential@uci.edu). For Step-By-Step directions with screenshot, please visit <https://ce.uci.edu/uci/media/Documents/ordering-official-transcripts-asc.pdf>

*\*Please make sure your grade has been posted **PRIOR** to ordering your transcript. Please allow up to two weeks after the course end date for your instructor to submit the final grades\**

- ☐ UCI charges \$127.50 for processing the Clear Credential. Please pay \$127.50 via [https://secure.touchnet.net/C21570\\_ustores/web/store\\_main.jsp?STOREID=339&SINGLESTORE=true](https://secure.touchnet.net/C21570_ustores/web/store_main.jsp?STOREID=339&SINGLESTORE=true)

After your recommendation has been submitted by UCI's Credential Analyst and Counselor, you will receive email instructions from the CTC regarding payment:

- ☐ A valid credit or debit card will be necessary to make payment of \$102.65 directly to the Commission on Teacher Credentialing through the CTC website. This payment of \$102.65 must be paid within 90 days of recommendation. If payment is not received within the 90 days, the recommendation is dropped out of the CTC's system and you would have to be re-recommended by UCI's Credential Analyst and Counselor.

### **I did not receive the CTC's email regarding payment. What should I do?**

Please check your spam or junk folder. If you do not see the CTC's email but you have received an email from our department informing you that your recommendation has been processed, you may complete your recommendation by following the directions found here:

<https://www.ctc.ca.gov/credentials/complete-recommend>.

### **How do I prove to my school district that I will be receiving the credential?**

Once all required documents are submitted and the credential analyst has processed your credential recommendation with the CTC, you will receive an email requesting payment from the CTC. For more detailed directions on how to pay for your credential after UCI has recommended you, go to <https://www.ctc.ca.gov/credentials/ctc-online-written-instructions>. After payment is received and the CTC completes your application process, you will receive a second email confirming the payment for your credential. You can use this email as verification for your district that your credential is being processed. Recommendations completed online are normally processed within 10 working days and posted to the CTC website. Employers and education agencies seeking proof that a document has been granted by the Commission may use the "Search for an Educator" button on the CTC website at <http://www.ctc.ca.gov/> and key in the SS# and DOB of the person whom they wish to verify to view the electronically displayed information for the official record.

### **Who can I contact for more information?**

Education Programs

949-824-7945 or [education@ce.uci.edu](mailto:education@ce.uci.edu)

UCI Division of Continuing Education

Credential Office

[SOEcredential@uci.edu](mailto:SOEcredential@uci.edu)

UCI School of Education

### **Licensure and Certification Disclosures**

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