

Clear Administrative Services Credential Process

Please note these filing directions should only be used by an applicant who started UCI Division of Continuing Education's (formerly called UCI Extension) Clear Administrative Services program prior to Fall 2013 and did not previously submit an online application at the time of admissions through UCI Division of Continuing Education's online application system.

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 submit an application packet to the Credential Analyst & Graduate Counselor in the University of California, Irvine School of Education office.

The application packet needs to include the following documents:

- Completed credential application (download from the Commission on Teacher Credentialing website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>)
 - For section #2 Credential Type, choose "Administrative" from the drop down menu under Services Credential and choose "Clear" from the drop down menu under Term. Please include an email address that is not an AOL or a School District email address.
- ONE official sealed transcript reflecting grades for all required courses
 - To request an official transcript, call UCI DCE's Records at 949-824-5418 or go to <https://ce.uci.edu/resources/academic/transcripts/>.
- Copy of basic skills requirement (i.e. CBEST, CSET with Writing Skills Test, or Out of State Basic Skills Examination)
 - If you do not have a copy of your CBEST, you may obtain a copy at <http://www.ctcexams.nesinc.com/results.asp> or your school district.
 - The list of Basic Skills examinations from other states accepted by the Commission can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.
- Copy of valid California teaching credential or services credential
 - If you do not have a copy, you may print a copy from the CTC website or obtain a copy from your school district.
- Copy of your Preliminary Administrative Services Credential
 - If you do not have a copy, you may print a copy from the CTC website or obtain a copy from your school district.
- Official verification of at least two years of successful employment as a 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.)

- A \$125 check or money order made payable to UC Regents. UCI charges \$125 for processing the Clear Credential.

Mail the application packet along with the payment of \$125 to the address listed below:

Sarah Singh
Credential Analyst
UC Irvine School of Education
3200 Education
Irvine, CA 92697-5500

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

- A valid credit or debit card will be necessary to make payment of \$102.50 directly to the Commission on Teacher Credentialing through the CTC website. This payment of \$102.50 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 Graduate Counselor.

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 <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. 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
UCI Division of Continuing Education

949-824-7945 or unex-educate@uci.edu

Sarah Singh
Credential Analyst & Graduate Counselor
UCI School of Education

949-824-6673 or sksingh@uci.edu