

Credential Recommendation process for the Preliminary Speech Language Pathology Credential

TO: CSD graduate students
FROM: Mary Kennedy, Ph.D., CCC-SLP and Catherine Dee, MS, Credential specialist
DATE: May 9, 2018

You are now ready to begin the Credential Recommendation process for the **Preliminary Speech Language Pathology credential**.

There are five steps to this process:

1) You complete the **Credential Recommendation Request and submit the completed form and the documents listed in section b below to Catherine Dee in the CSD office. She is our official credential specialist.**

a. To complete the Credential Recommendation Request form, go to the following link: <https://web.chapman.edu/Credential/>. The information below will help you complete the form.

- i. Enter your full legal name-This is how it will appear on your credential.
- ii. Provide a current email address-This is the address the **Commission on Teacher Credentialing** will send all correspondence concerning your credential
- iii. **Enter a phone number for Home, Cell, and Work, even if it is the same number.**
- iv. In the "Type of Credential Applying For" section, select **Speech Language Pathology**
- v. Select **Preliminary** from the drop down box
- vi. Check the box next to the statement that starts with **"I understand that I will be recommended by"**
- vii. Be sure you fill in **your name and date at the bottom**

b. We will need the following documents:

1. **A copy of your TB Test results**
2. **Copy of Official CBEST score report**
3. **Certificate of Clearance-The instructions on how to complete this process are attached. You must complete this process immediately.**
4. **Grades for the semester to post to transcripts**
5. **MS Degree to be conferred-This will occur around the 1st of August**
6. **PRAXIS Score Report-Please provide the date you took the exam so we can verify your status on the ETS Praxis database.**

2) The credential specialist verifies completion of all requirements for the credential and submits your credential recommendation to the Commission on Teacher Credentialing.

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3) The Commission on Teacher Credentialing (CTC) sends you an email stating you have been recommended for the credential and provides instructions on how you complete the Credential application process on their Educator page website.

4) You must **complete the application process outlined by the CTC and pay for your credential.**

5) The Commission on Teacher Credentialing receives your application, reviews it, and **grants the credential.**

Once the Commission receives your credential, you and prospective employers may track the status of your credential on the CTC website.

At the completion of your CF/RPE (9 months of full time employment in the schools), you will be able to **apply and be recommended for the 'Clear SLP credential'.** You will do that through your school district.

Let Catherine Dee (when she returns June 4) or Dr. Kennedy know if you have any questions.