

NAME: _____
First Middle Last

EMAIL: _____

DOB: _____ SSN: _____

CERTIFICATE OF ELIGIBILITY / PRELIMINARY ASC CREDENTIAL RECOMMENDATION CHECKLIST

Documents for the Certificate of Eligibility

- ☐ Official credential program transcript showing final grades and conferred ASC program
- ☐ Completion of CBEST
- ☐ Possession of a prerequisite credential
- ☐ Passage of calAPA, to be verified by the credential analyst
- ☐ Verification of Experience *
- ☐ This completed checklist with personal information box filled out. Your DOB and SSN are needed for the online credential recommendation.

* Retain a copy of this document for your Preliminary ASC recommendation

Documents for the Preliminary ASC

- ☐ Official credential program transcript showing final grades and conferred ASC program
- ☐ Completion of CBEST
- ☐ Possession of a prerequisite credential
- ☐ Passage of calAPA, to be verified by the credential analyst
- ☐ Verification of Experience *
- ☐ [Verification of Employment](#) *
- ☐ This completed checklist with personal information box filled out. Your DOB and SSN are needed for the online credential recommendation; or, if submitted directly to the CTC by the applicant, [Form 41-4](#).

* Retain a copy of this document for your Preliminary ASC recommendation

Submission Process

All documents except for the official transcript must be submitted via Canvas. Please complete [this form](#) once you believe you have compiled / completed all requirements. The credential analyst will send you a link to securely send your documentation if Canvas access is not available to you. **Please do not send any documents via email.**

Recommendation Process

Once all materials have been received by the College Credential Analyst, an online recommendation will be sent to the CTC for your candidacy for a credential. You will receive an email with a website link that will give you instructions about how to complete the application by submitting an online payment. THE CREDENTIAL CANDIDATE MUST COMPLETE THE RECOMMENDATION PROCESS ONLINE BEFORE THE CTC WILL REVIEW THE RECOMMENDATION.

For Credential Analyst Use Only

Date Submitted via the Online Recommendation System: ____ / ____ / ____

Date Credential Issued: ____ / ____ / ____
Date of Credential Expiration: ____ / ____ / ____