



How to Apply for Your Speech-Language Pathology Credential

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How do I submit my credential application to the CSUMB Credential Analyst?

Please note: Your **Masters Degree must be posted** to your CSUMB transcript prior to applying.

To apply for your Two-year Preliminary SLP credential:

1. Go to www.ctc.ca.gov and click "Educator Login." Login to your CTC account. You would have created this account when you applied for your fingerprinting/Certificate of Clearance document. Click "Edit" and enter a current email address you check regularly that is NOT a CSUMB email address. This is because you will need to receive CTC emails about your credential on a long-term basis, and CSUMB email accounts are deactivated after 6-12 months of non-enrollment (see [deactivation policy](#)).
2. Fill out the [Information Cover Sheet](#) and save it as a PDF.
3. Collect the items listed on the Speech-Language Pathology [Application Checklist](#) and save them as separate PDF files. (Name each one as to what it is: "Transcript," etc.)
4. **Wait for your Masters Degree to be posted on your CSUMB transcript.** (Approx. 4-6 weeks) After you see that it has been posted, save your unofficial transcript as a PDF.
5. Send all PDFs in one email to chjordan@csumb.edu and chvillanueva@csumb.edu. Allow 10 days for processing.
6. Check your email daily. CTC will send an email notifying you when you have been recommended for the credential. Follow the instructions in the email to pay for the credential. Your credential should be posted to your www.ctc.ca.gov Educator Login within 10-15 days after completing this payment. The credential is digital, and housed on the CTC website.

When a copy of your credential is needed for job applications, just log in to your Educator profile on the www.ctc.ca.gov website using your username and password, click on the document number of the credential, then print the screen that shows all of the authorization codes.

CTC Options to Clear Your Credential

- If one of the CTC options to Clear your credential is met *before* you have submitted your application for the Preliminary, you may apply through the CSUMB Credential Analysts for the Clear, and skip the Preliminary.
- If one of the options to Clear is met *after* applying for the Preliminary, please submit your application for the Clear directly to CTC per their instructions at the link above.

Don't forget to Clear your SLP credential prior to the two-year expiration date.

Prior to applying for the credential, please be sure to edit your CTC profile to use a non-CSUMB email address that you check regularly. Use the same email address on your Information Cover Sheet.

**Speech Language Pathology credential information:**

California has a two-tier structure for this credential that consists of a sequence of requirements, which the holder is given up to two years to complete. The **two-year** preliminary credential is the first document issued after an individual meets the specific credential requirements. Individuals receiving the preliminary credential are making a commitment to complete the process and obtain the clear credential. The clear credential is issued once all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary, the holder will be unable to serve in California's public schools with that credential until those requirements are met and the document renewed.

What does my Speech Language Pathology credential authorize?

The Speech-Language Pathology Services Credential in Language, Speech and Hearing authorizes the holder to conduct Language, Speech, and Hearing Assessments and provide Educational Services, provide specific learning disability area services related to speech and language, and special education services to individuals with language and speech impairments across the special education disability areas, to students from birth through age 22 in services across the continuum of program options available found in California Code of Regulations Title 5 Section 80048.9.3.

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