

Mills at Northeastern, School of Education **DRAFT**

NAME: _				
	First	Middle	Last	
EMAIL: _				
DOB:		SSN:		

PRELIMINARY MULTIPLE SUBJECT CREDENTIAL RECOMMENDATION CHECKLIST

Documents						
CBEST score report or equivalent; please refer to this link.						
☐ CSET score report or equivalent; please refer to this link.						
☐ RICA score report						
□ Passage of edTPA*						
Official Bachelor's Degree transcript from a regionally-accredited college or university						
Official credential program transcript showing final grades and conferred degree						
US Constitution course or examination						
School Law test Credential analyst verification of passage						
Technology requirement_Credential analyst verification of passage						
MandatedReporterCA.com School Personnel completion certificate or equivalent from district training						
Certificate of Clearance or equivalent						
CPR certification card for adults, children, and infants (must be valid at the time of the recommendation)						
Completed Form 41-4 (guidance for completing the form is linked here)						
This completed checklist with personal information box filled out. Your DOB and SSN are needed for the						
online credential recommendation.						
Final evaluation (Individual Development Plan)						
<u>Exit Survey</u>						

Submission Process

Do not send any documentation via email.

Mail all credential documentation to:

5000 MacArthur Blvd. School of Education, ATTN Credentialing Staff

Oakland, CA 94613

Email oakland_mills_soe@northeastern.edu to notify staff that documentation has been mailed.

Please maintain a copy of all mailed items for your records.

^{*} Scores are reported to the College and will be verified by the credential analyst. The candidate will not need to submit any document

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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: / /