

DOB: _____ SSN: _____

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

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: ____ / ____ / ____