

CHARTER COLLEGE OF EDUCATION

California State University, Los Angeles

Application Procedures for Certificate Title

Step 1. Secure graduate admission to **California State University, Los Angeles.**
(<https://www.calstate.edu/apply>)

Step 2. Complete the online Charter College of Education Certificate Program Application (<http://www.calstatela.edu/academic/ccoe/oss/certificate-application-re-direct>) and submit the following items:

- **Official transcripts to University Admissions**

Step 3. Once admitted, meet with program advisor to complete a program plan, which is signed by student and advisor.

Step 4. Submit the completed program plan to **Office for Student Services, KH D2078** for final processing.

Step 5. Enroll in appropriate courses, according to program plan. Also, remember to submit “*course substitution*” form to **KHD2078** if you make changes to your program plan.

Step 6. In your final semester of the certificate program, pick up “*Application for Certificate*” form from **KH D2078**. Complete form and take to **Cashier’s Office, ADM 128** to pay \$25 application fee.

Step 7. Submit paid “*Application for Certificate*” form to **KH D2078**.

*Please allow six to eight weeks for processing.

*Once awarded, certificate will be mailed to student’s home after processing by Graduation Office.