



San Diego County Office of Education Main Campus  
6401 Linda Vista Road, San Diego, CA 92111  
858-292-3500 | www.sdcoe.net

## Adding a PK-3 Early Childhood Education Teaching Credential for Existing Credential Holders

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other/Maiden Name: \_\_\_\_\_

### Step 1: Gather the materials to verify you meet the requirements.

Please check each of the items you are submitting (one from each section):

- \$100.00 Money Order or Cashier's Check payable to CTC
- PK-3 ECE Checklist (THIS FORM)
- CTC Application for Credential Authorizing Public School Service [41-4 Application Form](#)
- San Diego County Office of Education [Temporary County Certificate](#) Form
- Copy of Valid Multiple Subject Teaching Credential with valid EL authorization/print out from the CTC website**
  
- OFFICIAL TRANSCRIPTS reflecting **one** of the following:**
  - There are two options to qualify under - Check one box below.
  - 1) Bachelor's or higher degree in **Child Development, Early Childhood Education, or related field**. Refer to [Credential Leaflet cl-911](#) for more information.
  - 2) Completion of 24 semester units or 36 quarter units in **Child Development OR Early Childhood Education**.
- There are two options to submit official transcripts (these will not be returned). Check one box below.
  - 1) Electronic transcripts sent from your college or university directly to our email at [sdcred@sdcoe.net](mailto:sdcred@sdcoe.net).
  - 2) Submit an original hardcopy to our office via mail or dropped off (not a printed pdf). This does not need to be in a sealed envelope.

### Step 2: Submit the materials to our office.

Materials can be submitted in three ways. **ALL MATERIALS SHOULD BE SUBMITTED IN THE SAME ENVELOPE.** Failure to do so will result in a delay in processing. The only exception is if electronic transcripts are sent by the university when the remaining materials are sent together.

#### U.S. Mail

SDCOE Credentials  
Room 104  
6401 Linda Vista Road  
San Diego, CA 92111

#### DROP OFF WITH THE FRONT GATE STAFF

**Linda Vista Office**  
6401 Linda Vista Road  
San Diego, CA 92111

**North County Office**  
255 Pico Avenue  
San Marcos, CA 92069

### Wait for our office to evaluate and process your application packet.

This timeline is determined by the number of applications we receive. If you send all materials together, materials mailed or dropped off at our office we process within three or four weeks. Once processed, you will get an email from our office providing you with a Temporary County Certificate to use for employment purposes.