

# National University

## School of Education

### CL-469 Request Form

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Student Name: \_\_\_\_\_

Student #: \_\_\_\_\_

I understand that the following requirements **must** be met in order for my CL-469 to be processed and/or issued.

1. Current enrollment in an appropriate Credential program. (Credential courses on a non-degree screen and masters courses not taken concurrently with a credential may not count and will have to be evaluated individually).

Int. \_\_\_\_\_

2. A completed Credential Packet **must** be on file for the appropriate program and permit renewal.

Int. \_\_\_\_\_

3. Your account balance must be zero.

Int. \_\_\_\_\_

4. All the grades for the courses being used to obtain the CL-469 **must** be posted. (Instructors may not have grades posted early)

Int. \_\_\_\_\_

5. A copy of your long-term emergency permit or a letter from your District, verifying the type and dates of validity **must** be provided.

Int. \_\_\_\_\_

6. All official transcripts for units taken outside National University **must** be on file with records. You **must** provide unofficial copies of those transcripts for your renewal to be processed.

Int. \_\_\_\_\_

7. I understand that National University is **required** to mail the CL-469 to my home address. It is my responsibility to bring the completed form to my District for renewal.

Int. \_\_\_\_\_

8. I understand that National University requires **5 working days** to process your application. (This does not include mail time).

Int. \_\_\_\_\_

9. I understand that if I am not enrolled and/or have not completed **6.0 semester units** or **9.0 quarter units** appropriate towards the permit held that National University cannot issue a CL-469 per CCTC guidelines. I understand that I must appeal through my County Office of Education or District for renewal of my emergency credential.

Int. \_\_\_\_\_

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#### EMERGENCY PERMIT INFORMATION

**You must provide a copy of your expiring permit)**

This is my first time renewing this emergency permit.

This is my second (or more) time renewing this emergency permit.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Credential Analyst: \_\_\_\_\_

Date: \_\_\_\_\_