CERTIFICATE OF ELIGIBLITY CHECKLIST *(Not employed as an Administrator)*

A **complete packet** includes **ALL** of the documents below.

a. Fresno State Administrative Services Credential Application (page 3)

b. Fresno State transcripts with ALL grades posted and verification of master's degree. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable. If you earned your Master's degree from another institution, you may provide verification of the degree with an unofficial transcript.

c. Copy of your valid prerequisite clear credential showing the expiration date. The preliminary administrative services credential is tied to the expiration date of your prerequisite teaching or service credential. Do a self-check to verify if your credential is expiring. If it is expiring soon, renew it first before applying for the credential.

d. Original employer letter(s) on letterhead verifying a minimum of 5 years of full-time experience on your prerequisite credential.

   IMPORTANT NOTE: If you completed your experience at more than one school district, original employer letters from each school district is required. A school district cannot verify your experience at another district.

   If you do not have the minimum of 5 years experience and you have been hired as an administrator, you may apply for an appeal. Contact the Credential Analyst for details.

e. Copy of your *CalAPA Cycle Performance Summary Sheet* showing the passage of all cycles.
   (starting with Spring 2020 completers)

f. Complete the ***Fresno State Credential Program Exit Survey*** at
   https://fresnostate.co1.qualtrics.com/jfe/form/SV_bl1gxTTaYYwLdcy.   Print the completion page at the end of the survey.

g. Complete the ***Fresno State Credential Program Completer Information Survey*** at
   https://fresnostate.co1.qualtrics.com/jfe/form/SV_08So99uEKQIYUZM. Print the completion page at the end of the survey.

h. $25.00 Fresno State processing fee receipt. **See instructions below**.

- Previous passage of Basic Skills (CBEST) is required and will be checked.

- Beginning Fall 2019, the program coordinator will submit a list of program completers to the Credential Analyst.

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL CHECKLIST *(Employed as an Administrator)*

a. Submit **ALL** the above listed items for the Certificate of Eligibility, **PLUS,**

b. CL-777 form at this link: https://www.ctc.ca.gov/docs/default-source/leaflets/cl777.pdf?sfvrsn=93bed076_13

Fresno State Credential Processing Fee

There is a $25 Fresno State processing fee for applying for your credential. This fee is non-refundable and is required to be paid online. DO NOT send cash. Include a copy of the receipt with your credential application packet.

Pay at this link: https://commerce.cashnet.com/fresnoem_kremencenterforadvising

- You may pay by credit or debit card. Please note there is a 2.65% added service charge fee for each transaction.
- Payment can also be made by electronic check without any additional service charges.

How to Submit your Credential Application Packet

DO NOT email your application packet to the Credential Analyst. Please mail your credential application packet to the mailing address on the next page **or** submit in-person to Education Room 100.

Office Hours: Monday – Friday, 8:00 am – 5:00 pm, closed for lunch 12:00 – 1:00 pm.
Note: During summer, our office hours are 7:00 am – 3:30 pm, closed for lunch 12:00 – 12:30 pm.

Please arrive at least 15 minutes before closing time to allow the receipt and processing of your application packet.

Mailing Address:

Credential Analyst, Fresno State
Kremen School of Education
5005 N. Maple Avenue, M/S ED 301
Fresno, CA 93740-8025

What Happens Next After I Submit My Credential Application

Applications are processed in the order they are received. Processing time can take up to 20 business days during peak periods (January – February, July – September).

After the Credential Analyst recommends your credential application to the Commission on Teacher Credentialing (CTC), you will receive three email notifications.

CTC Email #1: You will receive an automated email from the CTC titled "***CTC Notice – Recommendation for New Document***".

Follow the instructions in this email to complete your part of the online process.

CTC Fee: The CTC fee for your credential is **$102.65.** A valid email and credit/debit card are required. *The fee will be less if you hold a current Certificate of Clearance.* You will only be allowed to pay the fee after you have received this email notification.

HELPFUL TIPS!

- Review the Document Title and Term in the email for accuracy.
- Review the instruction video (LINK) before proceeding as you may apply for the incorrect credential and will have to pay the fee again. There are no refunds.

Keep in mind you are **not** applying for a Certificate of Clearance or Activity Supervisor.

- The recommendation of a credential expires within 90 days of it being recommended. CTC will delete your application off their website if you do not complete your part of the online process. You will need to pay the $25 processing fee again for the Credential Analyst to re-submit your credential application.

CTC Email #2: Payment Confirmation
Prior to receiving your final email, your local County Office of Education (COE) credentials department will accept this payment confirmation email as a temporary confirmation until your document number is issued.
If you have a conviction record or you have answered yes to any of the fitness questions, your application process may be delayed as CTC verifies your information.

CTC Email #3: After CTC completes their review, you will receive your document number.
You must register a copy of the final CTC email with your document number at your local COE credentials department.

The average processing time is approximately 7-10 days after payment.

For questions, please email the Credential Analyst, Pea Vang, at pavang@mail.fresnostate.edu.

FRESNO STATE
Kremen School of Education and Human Development

APPLICATION FOR
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

This is a fillable PDF form. All fields required.

Fresno State Student ID #	SSN (last 4 digits required) XXX – XX –	Date of Birth
Last Name	**First Name**	**Middle Name**

Previous Names, if any

Full Mailing Address (Number, Street, Apt #, City, State, Zip)

Telephone # (include area code)

Email Address used on your CTC Profile
Check your CTC profile at www.ctc.ca.gov. Communication from the CTC regarding your credential will go to this email address. *If your email does not match the CTC email on record, the processing of your application will be delayed.*

Email Address

1.	**MA/MS Degree** (Date Granted)	**Major**

2.	**Do you hold a university administrative services internship credential?** ☐ Yes ☐ No

3.	**Check the Credential you are applying for:**

☐ Certificate of Eligibility Administrative Services (no administrative position held)

☐ Preliminary Administrative Services (employed as an administrator)

4.	**Indicate the COUNTY where you are employed.**

Office Use Only – Do Not Write Below

FS fee ☐   BSR ☐   Cal APA ☐   FS Exit Survey ☐   Compl Survey ☐   Other: _____

Certificate of Eligibility

☐ Program Completion Form
☐ MA Granted
☐ Copy of Valid Clear Credential – check expiration 5 Year
☐ 5-Yr Experience Letter

Preliminary

☐ Program Completion Form
☐ MA Granted
☐ Copy of Valid Clear Credential – check expiration 5 Year
☐ 5-Yr Experience Letter
☐ CL-777 Form

DATE SENT TO CTC	DATE CTC ISSUED	**Semester Completed:**
ISSUANCE DATE	**EXPIRATION DATE**	PS ☐ ERST ☐

Emailed applications are <u>NOT</u> accepted. Please mail your complete application packet to the mailing address below or submit in person to Education Room 100.

Mailing Address:
Credential Analyst, Fresno State
Kremen School of Education
5005 N. Maple Avenue, M/S ED 301
Fresno, CA 93740-8025

Questions? Email the Credential Analyst, Pea Vang, at pavang@mail.fresnostate.edu

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