

**Fresno State**  
**Application for Education Specialist Credentials (Clear or Level II)**  
**Mild/Moderate, Moderate/Severe and Deaf and Hard of Hearing**  
*(Instructions on Pages 1-3)*

**I. CLEAR CHECKLIST (Mild/Moderate, Moderate/Severe, Deaf and Hard of Hearing)**

**Submit the following requirements.**

\_\_\_\_\_ Transcripts with ALL grades posted. Unofficial transcripts printed from your  
[my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.

\_\_\_\_\_ \$25.00 Fresno State processing fee. **See instructions on page 3.**

NOTE: If you are applying to add on a Mild/Mod or Mod/Severe authorization on to an existing Education Specialist credential, please email the Credential Analyst.  
*There is a different application for this process.*

For questions, please contact the Credential Analyst, Sherri Nakashima  
at [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu) or Kremen School, ED100

**Processing time can take up to 20 business days during peak periods.**

## Commission on Teacher Credentialing

After submitting your complete application packet you will receive three email notifications.

1. Authorization to pay credential fee at <http://www.ctc.ca.gov/credentials/default.html>. Fee: \$102.50  
You will only be allowed to pay your fee after you have received this email notification. A valid email and credit/debit card are required. *The fee will be less if you hold a current Certificate of Clearance.*
  - Click the “Complete your Program’s Recommendation” button to begin your part of the online process.



### **Complete Your Program's Recommendation**

- Review the instruction video before proceeding as you may apply for the incorrect credential and will have to pay the fee again as there are no refunds.



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.*
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.

**Kremen School of Education and Human Development  
Fresno State Credential Processing Fee**

**\$25.00 fee payable to “FRESNO STATE”**

If you are **MAILING** your fee and form, the fee can be a personal check or money order payable to “FRESNO STATE”. Write your Fresno State ID number on the check/money order. Non-Fresno State students please indicate the last 4 digits of your SSN on the fee.

MAIL PAYMENT AND THIS FORM TO: Fresno State Cashiering Services  
5150 N. Maple Avenue, M/S JA 58  
Fresno, CA 93740-8026

If you are paying **IN PERSON**, Cashiering Services will accept credit cards, cash or personal checks. Submit this completed form with your \$25 fee to the Cashiering Services window in the Joyal Administration Building - South Lobby. The cashier will receipt stamp the form. Include the form with your credential application.

***Do not send your credential application to Cashiering Services, only this form with your payment.***

**NOTE:** An incomplete form will delay processing.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Fresno State Student ID number: \_\_\_\_\_

If you have never attended Fresno State, indicate the last 4 digits of your SSN: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (        ) \_\_\_\_\_

Credential you are applying for: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

CASHIERING SERVICES USE ONLY

ITEM CODE - 1110

DEPT CODE - KRE (only if non-student)

Acct	Fund	Org ID	Program	Class	Project
501946	46720	29210	0000	00000	000000

Please email receipt verification to: [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu) x80286

**Fresno State**  
**Application for Education Specialist Credentials**  
**Mild/Moderate, Moderate/Severe and Deaf and Hard of Hearing**

Student ID# \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Former Names, If Any \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number (including area code): \_\_\_\_\_

Email address used on your CTC profile: \_\_\_\_\_

Check your profile at [www.ctc.ca.gov](http://www.ctc.ca.gov). *Updating your email address will require you to create a username and password.*

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**Check the credential you are applying for:**

CLEAR EDUCATION SPECIALIST:   \_\_\_ Mild/Moderate   \_\_\_ Moderate/Severe   \_\_\_ DHH

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Indicate the **COUNTY** where you are employed:

**Submit pages 4-5 of the application to:**

Sherri Nakashima, Credential Analyst  
Kremen School of Education and Human Development  
5005 N. Maple Avenue, ED301  
Fresno, CA 93740-8025

**OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE**

FSU fee \_\_\_\_ 41-4 form (if needed)

**CLEAR:** MM \_\_\_\_ MS \_\_\_\_ SPED 235\_\_ 236 \_\_\_\_  
DHH program clearance \_\_\_\_

**LEVEL II** SPED 209B \_\_\_\_ IIP \_\_\_\_ 2 Yr Letter \_\_\_\_ CPR \_\_\_\_  
Health \_\_\_\_ Tech \_\_\_\_ or Clear MS/SS \_\_\_\_

**LEVEL II DHH:** (CDDS 278 and 279) \_\_\_\_ / \_\_\_\_ IIP \_\_\_\_ 2 yr letter \_\_\_\_  
CPR \_\_\_\_ Health \_\_\_\_ Tech \_\_\_\_ or Clear MS \_\_\_\_

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**SENT TO CTC:** \_\_\_\_\_ **CTC ISSUED:** \_\_\_\_\_

**ISSUANCE DATE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

\_\_\_\_ **CLEAR: MILD/MOD** \_\_\_\_ **MOD/SEVERE** \_\_\_\_ **DHH** \_\_\_\_ **EL** \_\_\_\_

\_\_\_\_ **LEVEL II: MILD/MOD** \_\_\_\_ **MOD/SEVERE** \_\_\_\_ **DHH** \_\_\_\_ **EL** \_\_\_\_

Semester completed \_\_\_\_\_

PS	
ERST	