

**Fresno State**  
**Application for Clear School Nurse Services Credentials**  
*(Instructions on Pages 1-3)*

**CLEAR SCHOOL NURSE SERVICES CHECKLIST**

- Transcripts (*Fresno State courses only*) with ALL grades posted. Unofficial transcripts printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.
  
- Copy of your Preliminary School Nurse Services credential that verifies the expiration date.
  
- Copy of valid RN license.
  
- Original employer verification of a minimum of 2 years of FT (or equivalent) School Nursing experience on employer letterhead.
  
- \$25.00 Fresno State processing fee. **See instructions on Page 3.**

Verification of program completion will be sent by the Program Coordinators to the Credential Analyst.

- For **credential application** questions contact:  
Sherri Nakashima, Credential Analyst [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu)  
Kremen School of Education and Human Development, ED-100
  
- For **program completion** questions contact your Program Coordinators:  
A-L: Barbara Miller [barmiller@csufresno.edu](mailto:barmiller@csufresno.edu)  
M-Z: Patricia Gomes [pgomes@csufresno.edu](mailto:pgomes@csufresno.edu)

**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**

- It is highly recommended that you 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 Clear School Nurse Services Credential**

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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1. BA/BS \_\_\_\_\_ Major \_\_\_\_\_  
Date Granted \_\_\_\_\_

2. MA/MS \_\_\_\_\_ Major \_\_\_\_\_  
Date Granted \_\_\_\_\_

3. Have you held an extension on your preliminary credential? YES  NO

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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**

CSU fee \_\_\_\_

FSU transcripts \_\_\_\_

**Other** \_\_\_\_\_

**School Nurse Services**

Valid RN license \_\_\_\_

2 Year experience letter \_\_\_\_

Program completion verification \_\_\_\_

Copy of preliminary credential \_\_\_\_

NURS-186 \_\_\_\_      NURS-187 \_\_\_\_

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Date App Sent To CTC: \_\_\_\_\_

Status Date/Date CTC

Issued: \_\_\_\_\_

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

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

Clear School Nurse Services \_\_\_\_\_

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

Input Into PS	
Input Into KDB	