

Fresno State
Application for Specialist Credentials
AGRICULTURE ~ READING ~ EARLY CHILDHOOD
(Instructions on Pages 1-3)

I. AGRICULTURE SPECIALIST CHECKLIST

- ___ Transcripts with ALL grades and bachelor’s degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ Must have applied for or hold a Preliminary Single Subject Ag Credential.

- ___ \$25.00 Fresno State processing fee. **See instructions on Page 3.**
If you are applying for both the Preliminary Single Subject and Ag Specialist together, one \$50 fee is acceptable.

II. EARLY CHILDHOOD SPECIALIST CHECKLIST

- ___ Transcripts with ALL grades and bachelor’s degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ Copy of valid prerequisite credential.

- ___ \$25.00 Fresno State processing fee. **See instructions on Page 3.**

III. READING and LITERACY LEADERSHIP SPECIALIST (RLLS) and/or READING and LITERACY added Authorization (RLAA) CHECKLIST

- ___ Transcripts with ALL grades and bachelor’s degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ Copy of valid prerequisite Multiple or Single Subject credential.

- ___ Employer letter verifying 3 years of teaching experience.

- ___ \$25.00 Fresno State processing fee. **See instructions on Page 3.**

For the ECE, RLLS or RLLA applicants: The Credential Analyst will contact the program coordinator to obtain your program clearance form.

For questions, please contact the Credential Analyst, Sherri Nakashima
at 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

- 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 x80286

Fresno State
Application for Specialist Instruction Credentials
Agriculture --- Early Childhood --- Reading Specialist

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. *Updating your email address will require you to create a username and password.*

Please check the credential you are applying for:

____ Clear Specialist Instruction: Agriculture

____ Clear Specialist Instruction: Early Childhood

____ Clear Reading and Literacy Leadership Specialist

____ Reading and Literacy added Authorization

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 ____

Valid basic Credential ____

Agriculture

____ AG-280

____ AG-281

Early Childhood

____ Program Clearance Form

Reading/Language Arts

____ Program Clearance Form

Date App Sent To CTC: _____

Date CTC Issued: _____

Issuance Date: _____

Expiration Date: _____

____ **Clear Specialist Instruction: Agriculture**

____ **Clear Reading and Literacy Leadership Specialist**

____ **Reading and Literacy added Authorization**

____ **Clear Specialist Instruction: Early Childhood**

Semester completed _____

Input Into PS	
Input Into KDB	