# Fresno State
## Application for Administrative Services Credentials
### *(Instructions on Pages 1-3)*

### I. Certificate of Eligibility- Administrative Services Checklist

(*Not employed as an administrator*) Previous passage of Basic Skills (CBEST) is required.

Copy of valid prerequisite clear credential showing the expiration date. Do a self-check to verify if your credential is expiring. If it is expiring soon, renew it first before applying for your Preliminary Admin. Credential.

Original employer letter on letterhead verifying a minimum of 5 years of full time experience on your prerequisite credential. *If you do not have a 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.*

Transcripts with ALL grades posted and along with 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.

Cal APA Summary Sheet (starting with Spring 2020 completors )

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

*Beginning Fall 2019 the program coordinator will submit a list of program completers to the Credential Analyst*

### II. Preliminary Administrative Services Checklist

(Employed as an Administrator) Previous passage of CBEST is required.

Submit **ALL** the above listed items for the Certificate of Eligibility, **PLUS** the CL-777 form. (https://www.ctc.ca.gov/docs/default-source/leaflets/cl777.pdf?sfvrsn=2)

For questions, please contact the Credential Analyst, Pea Vang at pavang@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**

   - 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

There is a $25 Fresno State processing fee for applying for your credential.  This fee is required to be paid online.

Please go to 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.

If you are applying for two credentials (Multiple Subject and Education Specialist, or Single Subject Agriculture and Ag Specialist), there are two processing fees.

Please keep your receipt and include a copy/copies with your credential application paperwork.

# Fresno State
## Application for Administrative Services Credentials

Student ID# _____

Last 4 digits SSN _____

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.*

MA/MS _____     Major _____
　　　　Date Granted

### Please check the credential you are applying for:

　　　Certificate of Eligibility Administrative Services (no administrative position held)

　　　Preliminary Administrative Services (employed as an administrator)

Indicate the COUNTY where you are employed: _____

Do you hold a university administrative services internship credential?　Yes　　　　No

### Submit pages 4-5 of application to: (Please note: emailed applications are not accepted)

Pea Vang, Credential Analyst
Kremen School of Education and Human Development
5005 N. Maple Avenue, ED 301
Fresno, CA 93740-8025

1-9-23 pv

## Office Use Only – Do Not Write On This Page

Fresno State fee paid  _____          BSR  _____          Cal APA_____

Other_____

Certificate of Eligibility:          _____     Program Completion Form
                                     _____     MA Granted
                                     _____     Copy of Valid Clear Credential – check expiration 5 Year
                                     _____     Classroom Experience Letter

Preliminary:                         _____     Program Completion Form
                                     _____     MA Granted
                                     _____     Cl-777 Form
                                     _____     5 Year Classroom Experience Letter
                                     _____     Copy of Valid Clear Credential - Check Expiration Date

Date Sent To CTC: _____     Status Date/Date CTC Issued: _____

Issuance Date: _____     Expiration Date: _____

_____ Certificate of Eligibility - Administrative Services

_____ Preliminary Administrative Services

Semester Completed _____

| Input Into PS | |
|---|---|
| Input Into KDB | |

1-9-23 pv