

CERTIFICATE OF ELIGIBILITY 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 the My Fresno State Portal (my.fresnostate.edu) are acceptable. If you earned your Master's degree from another institution, please provide verification of the degree with an unofficial transcript.
- c. Copy of your valid prerequisite Clear credential (teaching or services) showing the expiration date. The preliminary administrative services credential is tied to the expiration date of your prerequisite 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 and current employer letter(s) with signature on letterhead verifying a minimum of 5 years of FULL-TIME experience on your prerequisite credential. Letter should include the type of position(s) held and dates of employment.

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

If you do not meet the minimum 5 years of experience requirement and 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 program completers)
- f. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions below.**

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL CHECKLIST (Employed as an Administrator)

- a. Submit **ALL** of the above 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

IMPORTANT NOTE: The “*Date Initial Employment in an Administrative Position is to begin*” refers to the date you will start your administrator position **with** your preliminary administrative services credential. This is NOT the start date of your internship, nor can it be before the completion of your credential program.

Fresno State Credential Processing Fee

There is a \$25 Fresno State processing fee for applying for your credential. This fee is non-refundable and must be paid online. DO NOT send cash. Include a copy of your 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 page 2 **or** submit in-person to the Kremen Education Building, Room 100. Please arrive at least 15 minutes before closing time to ensure your application packet is received and processed.

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.

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 may take up to 20 business days during peak periods (January – March and June – 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**”.

ACTION REQUIRED Follow the instructions in this email to complete your part of the online process (Complete Your Program's Recommendation).

CTC Fee: The CTC fee for your credential is **\$102.65**. A valid email and credit/debit card are required. You will only be allowed to pay the fee after receiving this email notification.

HELPFUL TIPS!

- Review the Document Title and Term in the email for accuracy.
- Review the steps for “**Locate Your Recommendation or Application**” and “**Complete Your Recommendation or Application**” ([LINK](#)) before proceeding, as you may apply for the incorrect credential and will have to pay the fee again. There are no refunds.
- **The recommendation of a credential expires within 90 days of it being recommended.** CTC will delete your recommendation from their system if you do not complete your part of their online process. You will need to pay the \$25 processing fee again for the Credential Analyst to resubmit your credential recommendation.

CTC Email #2: Payment Confirmation

Prior to submitting payment, credential candidates are encouraged to complete the **CTC Program Completer Survey**. Your response helps improve the quality and effectiveness of the credential preparation programs and contributes to the Commission's efforts to streamline and strengthen its accreditation system. Responses are anonymous and voluntary.

If currently employed, prior to receiving the 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: “Notification of Credential Issuance”

After CTC completes their review, you will receive your document number. If currently employed, ask your local COE credentials department if you need to register a copy of the final CTC email with your document number.

Fresno County: Submit this email to your school district employer.

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.

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. <i>If your email does not match the CTC email on record, the processing of your application will be delayed.</i>		
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 administrator position) ☐ Preliminary Administrative Services (employed as an administrator)	
4.	Indicate the COUNTY where you are employed.	

Office Use Only – Do Not Write Below

FS fee ☐	CalAPA ☐	Other: _____
Certificate of Eligibility ☐ Program Completion Form ☐ MA Granted ☐ Copy of Valid Clear Credential – check expiration (5 Years) ☐ 5-Yr Experience Letter		Preliminary ☐ Program Completion Form ☐ MA Granted ☐ Copy of Valid Clear Credential – check expiration (5 Years) ☐ 5-Yr Experience Letter ☐ CL-777 Form

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

Emailed applications are **NOT** accepted. Please mail your complete application packet to the mailing address below or submit in person to the Kremen Education Building, 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