FRESNO STATE
Kremen School of Education and Human Development

Fresno State
Preliminary Education Specialist Credential Application Instructions
Deaf and Hard of Hearing

A **complete packet** includes **ALL** of the documents below.

a. Fresno State Education Specialist DHH Credential Application (page 3)

b. Fresno State transcripts with ALL credential grades and bachelor's degree posted. Unofficial transcripts printed from the My Fresno State Portal (my.fresnostate.edu) are acceptable.

c. Basic Skills Requirement: Effective June 29, 2024, a bachelor's or higher degree from a regionally accredited institution of higher education meets this requirement. (CTC LINK)

   If you only hold a Certificate of Clearance and have never held any of these documents: 30-Day Sub Permit, Short Term Staff Permit, Provisional Internship Permit, or a University Intern Credential, verification of your bachelor's or higher degree must be submitted with your credential recommendation to the CA Commission on Teacher Credentialing (CTC).

   - If your bachelor's or higher degree is from another institution, please send an **official e-transcript** through Parchment to the Credential Analyst at pavang@mail.fresnostate.edu.
     - Fresno State Master's degree: If you would like to use your master's degree in Deaf Education, please wait until your degree has been posted on your transcripts before submitting your credential application.
   - If your bachelor's degree is from Fresno State, see item b above.

d. Submit a copy of your passing RICA verification (if passed by October 31, 2025), Foundations of Reading score sheet, *or* the EdSp CalTPA for DHH Literacy Cycle score sheet.

e. Copy of the front and back of your valid CPR training card for *infant, child and adult*. The card must indicate that all three levels of training were completed. The training must meet the standards established by the American Heart Association or Red Cross. An online CPR training is available from CPR Today at www.cprtoday.com/.

f. Copy of your completed Individualized Development Plan (IDP) with all signatures.
   IDP required for DHH beginning Spring 2023. Contact your Program Coordinator for the form.

g. Complete the ***CSU Exit Survey*** at https://www.csuexitsurvey.org/. **Campus code: FSC**
   Print out the verification at the end of the survey.

h. Copy of the $25.00 Fresno State processing fee receipt. **See payment instructions below**.

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 the next page **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 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. *The fee will be less if you hold a current Certificate of Clearance only.* 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

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.

FRESNO STATE
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APPLICATION FOR PRELIMINARY EDUCATION SPECIALIST CREDENTIAL

Deaf and Hard of Hearing

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. *If your email does not match the CTC email on record, the processing of your application will be delayed.*		
Email Address		

1.	**BA/BS Degree** (Date Granted)	**Major**
	MA/MS Degree (Date Granted)	**Major**
2.	**Have you held a university internship credential?** ☐ YES ☐ NO	
3.	**Indicate the School District and COUNTY where you are employed** (Leave blank if unemployed)**:**	
	School District	**County**

Office Use Only – Do Not Write Below

BSR: Degree ☐ Other ☐ Subject Matter: SMP ☐ CSET ☐ Degree ☐ Cswrk ☐ Combo ☐

FS fee ☐ Fingerprint ☐ Degree ☐ Constitution ☐ RICA/FOR/CalTPA ☐ CPR ☐ IDP ☐ *Required beginning Spring 2023.*

CSU Exit Survey ☐ DHH Clearance ☐

DATE REC TO CTC	**DATE CTC ISSUED**
ISSUANCE DATE	**EXPIRATION DATE**

Semester Completed:

PS ☐ **ERST** ☐

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

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