FRESNO STATE
Kremen School of Education and Human Development

Fresno State
Clear School Nurse Services Credential Application Instructions

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

a. Fresno State School Nurse Services Credential Application (page 3)
b. Fresno State transcripts with ALL grades posted. Unofficial transcripts printed from the My Fresno State Portal (my.fresnostate.edu) are acceptable.
c. Copy of your Preliminary School Nurse Services credential that verifies the expiration date.
d. Copy of valid CA RN license.
e. Original, current employer verification of a minimum of 2 years of full-time (or equivalent) School Nursing experience on employer letterhead.
f. Copy of the $25.00 Fresno State processing fee receipt. **See payment instructions below**.
g. Verification of program completion will be sent by the Program Coordinators to the Credential Analyst.

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 the 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 below **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 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.

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.

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APPLICATION FOR CLEAR SCHOOL NURSE 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. *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**
2.	**Have you held an extension on your preliminary credential?** ☐ YES ☐ NO	
3.	**Indicate the School District and COUNTY where you are employed:**	
	School District	**County**

Office Use Only – Do Not Write Below

FS fee ☐ FS transcripts ☐ Other: _____

Clear School Nurse Services:

☐ Valid RN license ☐ Program Completion verification ☐ NURS 186 ☐ NURS 187

☐ 2 Year experience letter ☐ Copy of preliminary credential

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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