

Fresno State
Preliminary Education Specialist Credential Application Instructions
Mild/Moderate – Moderate/Severe – MMSN & ESN

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

- a. Fresno State Education Specialist Credential Application (page 3)
Dual candidates: Submit both Multiple Subject and Education Specialist credential applications ([LINK](#)). One set of the required documents listed below is sufficient.
- b. Fresno State transcripts with ALL credential grades and bachelor's degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- c. Basic Skills Requirement (BSR): Effective June 29, 2024, a bachelor's or higher degree from a regionally accredited institution of higher education meets this requirement. ([CTC LINK](#))
 - If your bachelor's degree is from another institution **and** this is your **first credential** (never held a 30-Day Sub permit, Short Term Staff Permit, Provisional Internship Permit or University Intern), send an **official e-transcript** through Parchment to the Credential Analyst at pavang@mail.fresnostate.edu. The Credential Analyst is required to attach your official e-transcript with your credential recommendation.
 - If your bachelor's degree is from Fresno State, see item b above.
- d. Submit a copy of your passing RICA verification.
- e. Copy of the front and back of your valid CPR training card for *infant, child, and adult*. The card must indicate all 3 levels of training were completed. The training course 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.
- 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. Complete the **Fresno State Credential Program Exit Survey** at https://fresnostate.co1.qualtrics.com/jfe/form/SV_2hQILskUqKSXwMe. Print the completion page at the end of the survey.
- i. Complete the **Fresno State Credential Program Completer Information Survey** at https://fresnostate.co1.qualtrics.com/jfe/form/SV_08So99uEKQIYUzM. Print the completion page at the end of the survey.
- j. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions below.**

In order to apply for a preliminary credential, you must have also passed both components of the FAST (Site Visitation Project and Teaching Sample Project). The Credential Analyst will verify both components have been passed with the FAST Coordinator.

Fresno State Credential Processing Fee

There is a \$25 Fresno State processing fee for applying for your credential. This fee is non-refundable and is required to 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.

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

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 allow the receipt and processing of your application packet.

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 can take up to 20 business days during peak periods (January – March, 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. *The fee will be less if you hold a current Certificate of Clearance only.* You will only be allowed to pay the fee after you have received 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.
- Keep in mind you are not applying for a Certificate of Clearance or Activity Supervisor.
- **The recommendation of a credential expires within 90 days of it being recommended.** CTC will delete your application from their system if you do not complete your part of the online process. You will need to pay the \$25 processing fee again for the Credential Analyst to re-submit your credential application.
- **BAP applicants:** Your bilingual authorization is added to your education specialist credential (if dual, authorization will be added to your MS credential). This means you **will not** receive a separate CTC email for the authorization.

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.

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.	BA/BS Degree (Date Granted)	Major		
2.	Have you held a university internship credential? <input type="checkbox"/> YES <input type="checkbox"/> NO			
3.	Check the Credential you are applying for: Preliminary Education Specialist: <input type="checkbox"/> Mild/Mod <input type="checkbox"/> Mod/Severe <input type="checkbox"/> MMSN <input type="checkbox"/> ESN <input type="checkbox"/> with BAP Spanish <input type="checkbox"/> with BAP Hmong			
4.	Indicate the School District and COUNTY where you are employed (Leave blank if unemployed): <table border="1"> <tr> <td>School District</td> <td>County</td> </tr> </table>		School District	County
School District	County			

Office Use Only – Do Not Write Below

BSR: Degree <input type="checkbox"/> Other <input type="checkbox"/>	Subject Matter: SMP <input type="checkbox"/> CSET <input type="checkbox"/> Degree <input type="checkbox"/> Cswrk <input type="checkbox"/> Combo <input type="checkbox"/>
FS fee <input type="checkbox"/> Fingerprint <input type="checkbox"/> Degree <input type="checkbox"/> Constitution <input type="checkbox"/>	FAST <input type="checkbox"/> RICA <input type="checkbox"/> CPR <input type="checkbox"/> IDP <input type="checkbox"/>
CSU Survey <input type="checkbox"/> FS Exit Survey <input type="checkbox"/> FS Comp Survey <input type="checkbox"/>	

DATE SENT TO CTC	DATE CTC ISSUED	Semester Completed:
ISSUANCE DATE	EXPIRATION DATE	PS <input type="checkbox"/> ERST <input type="checkbox"/>

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