

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 your [my.fresnostate.edu](https://my.fresnostate.edu) account are acceptable.
- c. Copy of your Preliminary School Nurse Services credential that verifies the expiration date.
- d. Copy of valid RN license.
- e. Original employer verification of a minimum of 2 years of full time (or equivalent) School Nursing experience on employer letterhead.
- f. Complete the **Fresno State Credential Program Exit Survey** at [https://fresnostate.co1.qualtrics.com/jfe/form/SV\\_b11gxTTaYYwLdcy](https://fresnostate.co1.qualtrics.com/jfe/form/SV_b11gxTTaYYwLdcy). Print the completion page at the end of the survey.
- g. Complete the **Fresno State Credential Program Completer Information Survey** at [https://fresnostate.co1.qualtrics.com/jfe/form/SV\\_08So99uEKQIYUZM](https://fresnostate.co1.qualtrics.com/jfe/form/SV_08So99uEKQIYUZM). Print the completion page at the end of the survey.
- h. \$25.00 Fresno State processing fee receipt. **See instructions below.**

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 is required to 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](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 Education Room 100.

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.

Please arrive at least 15 minutes before closing time to allow the receipt and processing of your application packet.

#### **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 – February, July – 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**”.

Follow the instructions in this email to complete your part of the online process.

**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.* 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 instruction video ([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 off their website 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.

### CTC Email #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.*

### CTC Email #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.

*For questions, please email the Credential Analyst, Pea Vang, at [pavang@mail.fresnostate.edu](mailto:pavang@mail.fresnostate.edu).*

*This is a fillable PDF form. All fields required.*

<b>Fresno State Student ID #</b>	<b>SSN (last 4 digits required)</b> XXX – XX –	<b>Date of Birth</b>
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Previous Names, if any</b>		
<b>Full Mailing Address</b> (Number, Street, Apt #, City, State, Zip)		
<b>Telephone #</b> (include area code)		
<b>Email Address used on your CTC Profile</b> Check your CTC profile at <a href="http://www.ctc.ca.gov/">www.ctc.ca.gov/</a> . 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>		
<b>Email Address</b>		

<b>1.</b>	<b>BA/BS Degree</b> (Date Granted)	<b>Major</b>
<b>2.</b>	<b>Have you held an extension on your preliminary credential?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>3.</b>	<b>Indicate the School District and COUNTY where you are employed:</b>	
	<b>School District</b>	<b>County</b>

**Office Use Only – Do Not Write Below**

FS fee <input type="checkbox"/>	FS transcripts <input type="checkbox"/>	FS Exit Survey <input type="checkbox"/>	Compl Survey <input type="checkbox"/>	Other: _____
<b>Clear School Nurse Services:</b>				
<input type="checkbox"/> Valid RN license	<input type="checkbox"/> Program Completion verification	<input type="checkbox"/> NURS 186	<input type="checkbox"/> NURS 187	
<input type="checkbox"/> 2 Year experience letter	<input type="checkbox"/> Copy of preliminary credential			

<b>DATE SENT TO CTC</b>	<b>DATE CTC ISSUED</b>	<b>Semester Completed:</b>
<b>ISSUANCE DATE</b>	<b>EXPIRATION DATE</b>	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 Education Room 100.**

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**Questions?** Email the Credential Analyst, Pea Vang, at [pavang@mail.fresnostate.edu](mailto:pavang@mail.fresnostate.edu)