

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 account 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 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. 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. Print the completion page at the end of the survey
- h. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions below.**
- i. 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

- 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 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. 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.

CTC Email #2: Payment Confirmation

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.

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 an extension on your preliminary credential? <input type="checkbox"/> YES <input type="checkbox"/> NO	
3.	Indicate the School District and COUNTY where you are employed:	
	School District	County

Office Use Only – Do Not Write Below

FS fee <input type="checkbox"/>	FS transcripts <input type="checkbox"/>	FS Exit Survey <input type="checkbox"/>	FS Comp Survey <input type="checkbox"/>	Other: _____
Clear School Nurse Services:				
<input type="checkbox"/> Valid CA 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			

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