

## Fresno State Clear PPS School Psychology Services Credential Application Instructions

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

- a. Fresno State PPS School Psychology Services Credential Application (page 3)
- b. Fresno State transcripts with your Ed.S. degree posted. Unofficial transcripts printed from your [my.fresnostate.edu](https://my.fresnostate.edu) account are acceptable.
- c. Copy of passing CBEST/Basic Skills verification – no need to resubmit if you already hold an Intern credential.
- d. Verification of fingerprint clearance – No need to resubmit if you already hold an Intern credential. Go to the Commission on Teacher Credentialing website ([www.ctc.ca.gov/](http://www.ctc.ca.gov/)) to check that your Certificate of Clearance is still valid. If it is expiring soon, renew it first before you submit your packet.
- e. 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.
- f. 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.
- g. The School Psychology Program Coordinator will forward your program completion verification to the Credential Analyst.
- h. \$25.00 Fresno State processing fee receipt. **See 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 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).*

# APPLICATION FOR CLEAR PPS SCHOOL PSYCHOLOGY SERVICES CREDENTIAL

*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>Ed.S. Degree</b> (Date Granted)		
<b>2.</b>	<b>Indicate the School District and COUNTY where you are employed:</b>		
	<table style="width: 100%;"> <tr> <td style="width: 50%;"><b>School District</b></td> <td style="width: 50%;"><b>County</b></td> </tr> </table>	<b>School District</b>	<b>County</b>
<b>School District</b>	<b>County</b>		

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

BSR:   CBEST <input type="checkbox"/> Audit <input type="checkbox"/> Other <input type="checkbox"/>	FSU fee <input type="checkbox"/>	Fingerprint <input type="checkbox"/>	Program Completion <input type="checkbox"/>
FS Exit Survey <input type="checkbox"/> Compl Survey <input type="checkbox"/>	Other: _____		

**Clear PPS: School Psychology**

☐ Ed.S. Degree posted

☐ PSYCH 267

<b>DATE SENT TO CTC</b>	<b>DATE CTC ISSUED</b>	<b>Semester Completed:</b>
<b>ISSUANCE DATE</b>	<b>EXPIRATION DATE</b>	

**PS**  
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**Emailed applications are NOT accepted. Please mail your complete application packet to the mailing address below or submit in person to Education 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](mailto:pavang@mail.fresnostate.edu)