## Submit Credential Program Applications

1. Visit <u>https://my.fresnostate.edu</u> and log into your Fresno State portal using your Fresno State username and password. This is the same username and password you created for your Fresno State email account at <u>https://email.csufresno.edu/</u>

| MY FRESN@STATE   | Campus Login Services |
|--|-----------------------|
| Signon   | Usemane:<br>Persword: |
| Sign In<br>New User? Get an account now!<br>Need Help? <u>Click here for My Help</u> | Eccart_parameter?     |

## 2. Click on "Student Self Service".



3. Click on '**My Admissions and Program Applications**' to access the credential program application link. Click on **"Credential Program Appl"**.



4. Select an available term. Click on the <sup>Q</sup> and click on the term you are applying for. If there are no options, it is not a current application period.

| Credential Application<br>Step 1 - Submit Program Selection | FRESN@STATE<br>Kremen School of Education<br>and Human Development |
|---|--|
| Credential Application                                      |  |
| Select an available Term 2213                               | Q Spring 2021  |

5. Click on the <sup>Q</sup> to Select the 1. Credential Level, 2. Credential Program, a possible 3. Credential Option and a 4. Preferred Cohort if applicable. Please note that not all programs have options or cohorts and these fields may not display if unavailable for your selected term.

| Credential Application  |                                   |   |
|---|-----------------------------------|---|
| Step 1 - Submit Program Selection   |                                   |   |
| Select an available Term 2207   | Fall 2020                         | Status  |
| You are allowed to apply to the selected term;<br>Please enter in all the appropriate information and attachr | ne <mark>nts.</mark> Make sure al | admission requirements are attached. Incomplete applications will not be processed. |
| 1. Select the Credential Level CRED Q. Credential   |                                   | 3. Select a Credential Option N/A Q. No Option                                      |
| 2. Select a Credential Program DMM Q Dual - Mild/Mod - Revise   | н                                 | 4. Preferred Cohort (Optional) FUSD Q. Fresno United                                |
| Degree Information  |                                   |   |

6. Enter your Degree Information (Major, Term, University).

| Ugrd Degree | BA | Q Major | Liberal Studies |
|-------------|----|---------|-----------------|
| Phac Decree |    | Q Major |                 |

Click on the Click on the Click on the Term you graduated. You can also type a semester into the Description field and click on Look Up. Click on the term you graduated or expect to graduate.

|              | Look Up Term Graduat             | ed    |                               |   |  |   |  |
|--------------|----------------------------------|-------|-------------------------------|---|--|---|--|
| Terr         | m begins with ~                  |       |                               |   |  |   |  |
| Descriptio   | n begins with V Fall             |       | -                             | -   | -  | -   | -  |
| Look U       | p Clear Cancel 8                 | Basic |                               |   |  |   |  |
| Lookup       |                                  |       |                               |   |  |   |  |
| Search F     | Results                          |       |                               |   |  |   |  |
| Only the fir | st 300 results can be displayed. |       |                               |   |  |   |  |
| View 100     | First (1) 1-300 or 300 (2) Las   | 4     |                               |   |  |   |  |
| Term         | Description                      |       |                               |   |  |   |  |
| 2255         | Summer 2025                      |       |                               |   |  |   |  |
| 2253         | Spring 2025                      |       |                               |   |  |   |  |
| 2251         | Winter 2025                      |       |                               |   |  |   |  |
| 2245         | Summer 2024                      |       |                               |   |  |   |  |
| 2243         | Spring 2024                      |       |                               |   |  |   |  |
| 2241         | Winter 2024                      |       |                               |   |  |   |  |
| 2237         | Fall 2023                        |       |                               |   |  |   |  |
| 2235         | Summer 2023                      |       | Term Conducted 2207 Q Fell 20 | Term Conducted 2207 Q Fall 2020 Institution | Term Conducted 2207 Q Fall 2020 Institution Fresho State | Term Conducted 2207 0 Fall 2000 Techtudion Fresho State | Term Conducted 2207 Q Fell 2020 Tertitution Fresho State |
| 2233         | Spring 2023                      |       | Term Graduated                | Ferm Graduated Fail 2020 Ensolution         | Term Graduated Come S Fail 2020 Ensoration               | Fail 2020 Ensoration                                    | Term Graduated Company Fail 2020 Ensoration              |
| 2231         | Fall 2023                        |       | Tom Conducted 0               | Turn Conducted 0 Testibution                | Tour Conducted 0 Institution                             | Turn Cardinated 0 Testilution                           | Turn Cardinated O Testilution                            |
| 2225         | Summer 2022                      |       | Term Graduated                | Term Graduated                              | Term Graduated   | Term Graduated  | Term Graduated   |

7. Make sure to verify all requested information is complete before clicking on **Yes** to this Message:

| ce succinates, program serectoris | cumor de emanged. Ten | y that an selection |  |
|-----------------------------------|-----------------------|---------------------|--|
|                                   | Yes                   | No                  |  |

and then click on Submit Program Selection: Step 1 Submit Program Selection

8. Once you submit your program selections, the attachments page will display. **Make sure you have the 12 admission requirements ready to upload**. It will be easier to identify your admission requirements if they are saved with the name of the attachment, for example, 'Certificate of Clearance'. Only one attachment can be uploaded for each requirement. But the attachments can include more than one page, for instance, the admission interview and personal narrative need to be uploaded as one document. Once you attach a document, it CANNOT be changed or deleted.

Click the Attach link next to each admission requirement.

| Please click the Attach link and upload required docs.                     | WARNING | : Once at | lached - you cannot make changes. |  |  |  |  |  |
|--|---------|-----------|-----------------------------------|--|--|--|--|--|
| Credential Required Admission Attachments                                  |         |           |                                   |  |  |  |  |  |
| 1. CBEST score report or verification of passing another basic skills test | Attach  | View      | Updated                           |  |  |  |  |  |
| 2. CSET scores or other verification of meeting subject matter competency  | Attach  | View      | Updated                           |  |  |  |  |  |
| 3. Certificate of Clearance  | Attach  | View      | Updated                           |  |  |  |  |  |
| 4. Pre-Program Field Experience Walver Form                                | Attach  | View      | Updated                           |  |  |  |  |  |
| 5. First Recommendation Form   | Attach  | View      | Updated                           |  |  |  |  |  |

Then click **Browse**:

| File Attac    | hment  |
|---------------|--------|
|               | 0      |
|               | Browse |
| Upload Cancel |        |

Find the correct attachment and double click to choose it:

| This PC  This PC  This PC  This PC  Desktop  Desktop  Documents  Downloads  Music  Enclose  Pictures | <ul> <li>Advising Form</li> <li>TB Risk Assessment</li> <li>Admission Interview Form with</li> <li>Letter fo Recommendation 2 (i)</li> <li>Letter of Recommendation 1 (i)</li> <li>Unofficial Transcript (Houa Valid)</li> <li>certificate of clearance</li> </ul> |  |  |  |  |
|--|--|--|--|--|--|
|  | cbest score     Choose File cbest score.pdf     Upload Cancel  |  |  |  |  |
| Click the <b>Upload</b> button :   |  |  |  |  |  |

**Wait** for a message that will show what has been attached. Click **OK** and continue to attach the rest of the admission requirements. You can view but not change what you have attached.

| ease click the Attach link and upload required docs.<br>redential Required Admission Attachments | WARNI               | VG: Once a | attached - yo | u cannot make changes |
|--|---------------------|------------|---------------|-----------------------|
| 1. CBEST score report or verification of passing another basic skills test                       | Attach              | Mittac     | Updated       | 08/12/2020 3:39PM     |
| 2. CSET scores or other verification of meeting subject matter competency                        | Attach              | View       | Updated       |                       |
| 3. Certificate of Clearance  | Attach              | View       | Updated       |                       |
| 4. Pre-Program Field Experience Walver Form  | 8ttasb              | View       | Updated       |                       |
| 5. First Recommendation Form   | Attasb              | View       | Updated       |                       |
| 6. Second Recommendation Form  | Attash              | View       | Updated       |                       |
| 7. Admission Interview Form, signed by faculty and your personal narrative                       | Attach              | View       | Updated       |                       |
| 8. Signed and stamped TB Risk Assessment Form  | Attach              | View       | Updated       |                       |
| 9. Mandated Reporter Training Certificate  |                     |            |               |                       |
| 10. Advising sheet for your selected program   | Basic Skills file a | ttachmer   | nt process    | completed. (31560,2)  |
| 11. Signed Candidate Commitment Form   |                     |            |               | -                     |
| 12. Unofficial Transcripts   |                     |            | OK            |                       |

You will receive this message when the **12 Required Admission Attachments** have been uploaded:

| Thank you for com | pleting the crede | ntial application for the sele | ected term. |
|-------------------|-------------------|--------------------------------|-------------|
|                   | ок                | Cancel                         |             |

## Additional Documents can also be attached if required for admission:

| Additional Documents  |        |      |         |                   |
|-----------------------|--------|------|---------|-------------------|
| Special Consideration | Attach | View | Updated | 08/12/2020 5:39PM |
| Special Circumstance  | Attach | View | Updated |                   |

Within 3-5 weeks of applying you will receive an email admitting you to the program or letting you know that your application is in pending status because requirements were submitted incorrectly or incomplete.

Complete applications will be processed first in the order they are received.

Refer to the Credential Information link at the bottom of the page to return to the application webpage to review admission requirements if needed.

For more information and required forms visit the webpages: Crede

Credential Information