

CLEAR PPS: SCHOOL COUNSELING CREDENTIAL CHECKLIST

Step 1: Wait until all final grades have been posted, including your final semester.

Step 2: Submit the PPS Credential Completion Form to the Graduate Admissions Analyst. See instructions at this link:
<https://kremen.fresnostate.edu/documents/counseling/ppscform.pdf>

Step 3: Once the PPS Credential Completion Form is approved, submit all items below to the Credential Analyst.

- a. Fresno State PPS Credential Application (page 3)
- b. Fresno State transcripts **AFTER** your final grades are posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- c. Provide verification of meeting the Basic Skills Requirement (CBEST, approved coursework audit, etc.).
- d. Approved PPS Credential Completion Form by the Graduate Admissions Analyst
- e. Complete the **Fresno State Credential Program Exit Survey** at https://fresnostate.co1.qualtrics.com/jfe/form/SV_b1gxTTaYYwLdcy. 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. Print the completion page at the end of the survey.
- g. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions on the next page.**
- h. Ensure that your Certificate of Clearance is valid (not expired). If your document is about to expire or has expired, renew it first before applying for the credential.

CLEAR PPS: SOCIAL WORK/CHILD WELFARE AND ATTENDANCE CREDENTIAL CHECKLIST

Step 1: Wait until all final grades have been posted and your Master's degree has been conferred.

Step 2: Submit all items below to the Credential Analyst.

- a. Fresno State PPS Credential Application (page 3)
- b. Fresno State transcripts with all final grades posted and Master's degree conferred. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- c. Contact your program coordinator of the Social Work Department for the program completion form. If you are including the School Counseling authorization, you **do not** need to contact the School Counseling Coordinator.
- d. Provide verification of meeting the Basic Skills Requirement (CBEST, approved coursework audit, etc.).
- e. Complete the **Fresno State Credential Program Exit Survey** at https://fresnostate.co1.qualtrics.com/jfe/form/SV_b1gxTTaYYwLdcy. 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. Print the completion page at the end of the survey.
- g. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions on the next page.**
- h. Ensure that your Certificate of Clearance is valid (not expired). If your document is about to expire or has expired, renew it first before applying for the credential.

ADDING SCHOOL COUNSELING TO EXISTING SOCIAL WORK CREDENTIAL

- a. Fresno State PPS Credential Application (page 3)
- b. Unofficial Fresno State transcripts
- c. Complete the **Fresno State Credential Program Exit Survey** at https://fresnostate.co1.qualtrics.com/jfe/form/SV_b1gxTTaYYwLdcy. Print the completion page at the end of the survey.
- d. 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.
- e. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions on the next page.**

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**”. Follow the instructions in this email to complete your part of the online process. **ACTION REQUIRED**

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 “**Complete Your Online Recommendation**” **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.
- **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

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
	MA/MS Degree (Date Granted)	Major
2.	Check the Credential you are applying for: Clear Pupil Personnel Services: <input type="checkbox"/> School Counseling <input type="checkbox"/> School Social Work <input type="checkbox"/> Child Welfare and Attendance <input type="checkbox"/> Social Work Adding School Counseling	
3.	Indicate the School District and COUNTY where you are employed (Leave blank if unemployed):	
	School District	County

Office Use Only – Do Not Write Below

BSR: CBEST <input type="checkbox"/> Audit <input type="checkbox"/> Other: <input type="checkbox"/> FS fee <input type="checkbox"/> Fingerprint <input type="checkbox"/> Program Compl <input type="checkbox"/> FS Exit Survey <input type="checkbox"/> Compl Survey <input type="checkbox"/>		
PPS: School Counseling <input type="checkbox"/> COUN 249 (8 units) or equivalent <input type="checkbox"/> MA posted <input type="checkbox"/> Verification of degree (if 1 st cred) <input type="checkbox"/> S WK 282/283	PPS: Social Work, Child Welf & Attend <input type="checkbox"/> MA posted <input type="checkbox"/> S WK 282/283	Add School Counseling <input type="checkbox"/> COUN 240 <input type="checkbox"/> COUN 220 <input type="checkbox"/> COUN 203

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

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