

## 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\\_b11qxTTaYYwLdcy](https://fresnostate.co1.qualtrics.com/jfe/form/SV_b11qxTTaYYwLdcy). 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. Copy of the \$25.00 Fresno State processing fee receipt. **See payment instructions below.**
- h. The School Psychology Program Coordinator will forward your program completion verification 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 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.

**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.  
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

If currently employed, prior to receiving the 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](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. Ed.S. Degree</b> (Date Granted)
<b>2. 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**

BSR:    CBEST     Audit     Other             FSU fee             Fingerprint             Program Completion

FS Exit Survey             Compl Survey             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>  PS    ERST <input type="checkbox"/> <input type="checkbox"/>
<b>ISSUANCE DATE</b>	<b>EXPIRATION DATE</b>	

**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)