

Adding the PPS Credential to your Master's Program

You must be in good standing and currently enrolled in a Graduate Program to add the PPS. Please turn in the following to be considered for admission to the PPS Credential Program:

- Statement of Purpose justifying why you want to add the PPS Credential to your current program *(form attached)*
- Unofficial CSUF current transcripts *(print from your student portal)*
- Copy of your CBEST-*Must be passed*
- Medical Clearance-*Must have the attached form signed by a licensed physician (form attached, do not submit actual test results)*
- Copy of your Certificate of Clearance* or Valid Teaching Credential.
**If you do not hold a valid teaching credential, please see the attached form and follow all instructions. You must receive your clearance from the CTC before submitting your paperwork for adding the PPS.*

Turn in all the above to **ED 151** in the Kremen School of Education. Once your file is reviewed, you will receive the program's decision via mail. This process can take up to 4 weeks or longer.

STATEMENT OF PURPOSE
Adding the Pupil Personnel Services Credential

Current Master's Program-

- | | |
|---|---|
| <input type="checkbox"/> MS in Counseling, option Counseling and Student Services-K12 | <input type="checkbox"/> MS in Counseling, option Marriage and Family Therapy |
| <input type="checkbox"/> MS in Counseling, option Counseling and Student Services-HE | <input type="checkbox"/> MS in Rehabilitation Counseling |

NAME: _____
Last First Middle

ADDRESS: _____
Number & Street City State Zip

TELEPHONE: Home _____ Business _____

E-MAIL: _____ CSUF STUDENT ID#: _____

In the space provided below, justify why you are adding the PPS to your Master's program at this time. Also include your short-term and long-term professional goals. You may attach additional pages.

Certificate of Clearance Process

The **California Commission on Teacher Credentialing (CTC)** requires that each individual who wishes to perform certified services in a California school obtain a Certificate of Clearance.

These steps must be completed in this order:

1. Complete the [Request for Live Scan Service form](#) *-(click here for the Request for Live Scan Service form)* and take to one of the following locations:
 - **CSU Fresno Campus Police Department**
 - Schedule an appointment by calling (559) 278-2958, M–F 8:00am – 5:00pm
 - Fee is \$71.00 (payable by personal check, cashier’s check, money order)
 - Electronic fingerprints will be taken
 - **Local Sheriff’s Department**
 - Fees may vary
 - Electronic fingerprints will be taken

AFTER completing the Live Scan fingerprinting process, go to:

<https://teachercred.ctc.ca.gov/teachers/index.jsp>

2. Complete the online application for a Certificate of Clearance
 - Click on: “Direct Application” (non-recommendation only)
 - Fill in all needed information
 - Fee is \$29.50. Print out your payment verification

Please allow a minimum of two weeks for your Live Scan results to be processed. If you have had a misdemeanor/criminal conviction or other issues the Commission may need additional documentation and processing will take longer.

3. Check the CTC website at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> regularly to see when your Certificate of Clearance is issued. Print one copy and include with credential program application.

** **Exemption** – It is not necessary to apply for the Certificate of Clearance if you can present a copy of a valid California certificate or credential such as: an emergency permit, Pre-intern certificate, PPS credential, Children’s Center Permit or Adult Vocational Education credential.*