

**Fresno State**  
**Application for Administrative Services Credentials**  
*(Instructions on Pages 1-2)*

**I. Certificate of Eligibility- Administrative Services Checklist**

(Not employed as an administrator) Previous passage of CBEST is required.

- \_\_\_\_\_ Copy of valid prerequisite clear credential showing the expiration date. Do a [self-check](#) to verify if your credential is expiring. If it is expiring soon, renew it first before applying for your Preliminary Admin. Credential.
  
- \_\_\_\_\_ Original employer letter on letterhead verifying a minimum of 5 years of full time experience on your prerequisite credential. *If you do not have a minimum of 5 years experience you may apply for an appeal. Contact the Credential Analyst for details.*
  
- \_\_\_\_\_ Program completion form provided by the program coordinator.
  
- \_\_\_\_\_ Transcripts with ALL grades posted and along with verification of master's degree. Unofficial transcripts printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable. If you earned your degree from another institution provide verification of the degree.
  
- \_\_\_\_\_ \$25.00 money order/cashier's check payable to "Fresno State". Print your name and Fresno State ID# on the money order/cashier's check. *No personal checks please.*

**II. Preliminary Administrative Services Checklist**

(Employment is required) Previous passage of CBEST is required.

- \_\_\_\_\_ Submit all the above listed items for the Certificate of Eligibility, plus the [CL-777 form](#).

**III. Clear Administrative Services Checklist**

- \_\_\_\_\_ Original employer letter on letterhead verifying a minimum of 2 years of FT administrative experience, while working on the Preliminary Administrative Services Credential.
  
- \_\_\_\_\_ Fresno State transcripts with all grades posted. Unofficial transcripts indicating your Ed.D degree printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.
  
- \_\_\_\_\_ \$25.00 money order/cashier's check payable to "Fresno State". Print your name and SS# on the money order/cashier's check. *No personal checks please.*

For questions, please contact the Credential Analyst, Sherri Nakashima  
at [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu) or Kremen School, ED100

## Commission on Teacher Credentialing

After submitting your complete application packet you will receive three email notifications.

1. Authorization to pay credential fee at <http://www.ctc.ca.gov/credentials/default.html>. Fee: \$102.50  
You will only be allowed to pay your fee after you have received this email notification. A valid email and credit/debit card are required. *The fee will be less if you hold a current Certificate of Clearance.*

- Click the “Complete your Program’s Recommendation” button to begin your part of the online process.



### **Complete Your Program's Recommendation**

- It is highly recommended that you review the instruction video before proceeding as you may apply for the incorrect credential and will have to pay the fee again as there are no refunds.



### 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.*

### 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.



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Fresno State fee paid \_\_\_\_\_ CBEST Passed \_\_\_\_\_ Fresno State Transcripts \_\_\_\_\_

Other \_\_\_\_\_

Certificate of Eligibility: \_\_\_\_\_ Program Completion Form  
 \_\_\_\_\_ MA Granted  
 \_\_\_\_\_ Copy of Valid Clear Credential  
 \_\_\_\_\_ 5 Year Classroom Experience Letter

Preliminary: \_\_\_\_\_ Program Completion Form  
 \_\_\_\_\_ MA Granted  
 \_\_\_\_\_ CI-777 Form  
 \_\_\_\_\_ 5 Year Classroom Experience Letter  
 \_\_\_\_\_ Copy of Valid Clear Credential - Check Expiration Date

Professional Clear: \_\_\_\_\_ Letter Verifying 2 Years of Experience  
 \_\_\_\_\_ Check Expiration Date of Base Credential

Date Sent To CTC: \_\_\_\_\_ Status Date/Date CTC Issued: \_\_\_\_\_

Issuance Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Certificate of Eligibility - Administrative Services

\_\_\_\_\_ Preliminary Administrative Services

\_\_\_\_\_ Professional Clear Administrative Services

Semester Completed \_\_\_\_\_

|                |  |
|----------------|--|
| Input Into PS  |  |
| Input Into KDB |  |