

Fresno State
Application for Education Specialist Credentials (Clear or Level II)
Mild/Moderate, Moderate/Severe and Deaf and Hard of Hearing
(Instructions on Pages 1-2)

I. CLEAR CHECKLIST (Mild/Mod, Mod/Severe, DHH)

If you passed SPED 235 and SPED 236 submit the following requirements.

- Transcripts with ALL grades posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- \$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. LEVEL II CHECKLIST (Mild/Mod, Mod/Severe, DHH)

If you passed SPED 209B submit the following requirements.

- Transcripts with ALL grades posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- Submit a copy of your IIP signature page.
- Original employer letter verifying 2 years of FT experience.
- Copy of the front and back of your valid CPR training card for *infants, children and adults*. The card must indicate all 3 levels of training were completed. If the card states "Adult CPR" only, this is not acceptable.
- \$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.
- Submit your signed program completion form. This will be given to you by your advisor.
- Completion of the health and computer course verified by official, sealed transcripts, if not taken at Fresno State. If you already hold a Clear Multiple/Single Subject credential, indicate this on your application. You will not need to verify the health and technology again for the Level II credential.

For questions, please contact the Credential Analyst, Sherri Nakashima
at 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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Student ID# _____

SS# _____ - _____ - _____

Date of Birth _____

Name _____
Last
First
Middle

Former Names, If Any _____

Mailing Address: _____
Number, Street, Apt#

City
State
Zip Code

Telephone: Home _____ Cell _____ Work _____

Email address used on your CTC profile: _____ (To check your profile log on to www.ctc.ca.gov. Updating your email address will require you to create a username and password.)

Check the credential you are applying for:

CLEAR EDUCATION SPECIALIST:	_____ Mild/Moderate
	_____ Moderate/Severe
	_____ DHH

LEVEL II EDUCATION SPECIALIST:	_____ Mild/Moderate
	_____ Moderate/Severe
	_____ DHH

In order to submit your credential information directly to your County Office of Education, please indicate the county where you are employed:

Submit pages 3-4 of the application to:
 Sherri Nakashima, Credential Analyst
 Kremen School of Education and Human Development
 5005 N. Maple Avenue, ED701
 Fresno, CA 93740-8025

OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

FSU fee ____ 41-4 form (if needed)

CLEAR: MM ____ MS ____ SPED 235__ 236__
DHH program clearance ____

LEVEL II SPED 209B ____ IIP ____ 2 Yr Letter ____ CPR ____
Health ____ Tech ____ or Clear MS/SS ____

LEVEL II DHH: (CDDS 278 and 279) ____/____ IIP ____ 2 yr letter ____
CPR ____ Health ____ Tech ____ or Clear MS ____

SENT TO CTC: _____ **CTC ISSUED:** _____

ISSUANCE DATE: _____ **EXPIRATION DATE:** _____

____ **CLEAR: MILD/MOD** ____ **MOD/SEVERE** ____ **DHH** ____ **EL** ____

____ **LEVEL II: MILD/MOD** ____ **MOD/SEVERE** ____ **DHH** ____ **EL** ____

Semester completed _____

PS	
ERST	