

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

**I. MULTIPLE or SINGLE SUBJECT or EDUCATION SPECIALIST CHECKLIST**

(CBEST or equivalent basic skills test must have already been passed)

\_\_\_ Copy of current district employment Intern contract/agreement  
(*submit copy only* – take original to Intern office)

\_\_\_ Copy of Intern Admission/status letter (*submit copy only*)

\_\_\_ Copy of Intern Agreement with the School of Education.  
(*submit copy only* - take original to Intern office)

\_\_\_ Current Fresno State unofficial transcripts. Transcripts printed off your portal 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. ADMINISTRATIVE SERVICES CHECKLIST - CBEST must have previously been passed.**

\_\_\_ Copy of signed agreement form with the School of Education.

\_\_\_ Copy of signed 6 pt Letter of Intent.

\_\_\_ Copy of district employment contract/employment agreement for an administrative position.

\_\_\_ Copy of current basic credential (must not be expired/expiring)

\_\_\_ Original employer letter verifying at least 3 years of experience on a prerequisite teaching or services credential.

\_\_\_ \$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.

\_\_\_ Transcripts. Unofficial transcripts printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.

**III. PPS: SCHOOL PSYCHOLOGY CHECKLIST**

\_\_\_ Copy of Certificate of Clearance or emergency permit for fingerprint clearance.

\_\_\_ Copy of CBEST card.

\_\_\_ Copy of district intern contract. *If your employer will not issue a contract prior to obtaining the intern credential, you may turn in an employment agreement.*

\_\_\_ Copy of internship agreement with the Psychology department.

\_\_\_ Official transcripts verifying your bachelor's degree in Psychology (if degree not from CSUF).

\_\_\_ \$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.

\_\_\_ Transcripts. Unofficial transcripts printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.

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.

**Fresno State  
Application for Intern Credential**

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](http://www.ctc.ca.gov). Updating your email address will require you to create a username and password.)

BA/BS \_\_\_\_\_ Major \_\_\_\_\_  
Date Granted \_\_\_\_\_

**Please check the credential you are applying for:**

\_\_\_ Multiple Subject (2042): BAP Spanish \_\_\_ BAP Hmong \_\_\_  
\_\_\_ Single Subject Subject Area \_\_\_\_\_  
\_\_\_ Educational Specialist Instruction Mild/Moderate \_\_\_ Moderate/Severe \_\_\_  
\_\_\_ Administrative Services  
\_\_\_ PPS: School Psychology

Employed By:  
District \_\_\_\_\_  
County \_\_\_\_\_  
First Day of Internship: \_\_\_\_\_

**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**

CSU fee \_\_\_\_ FSU transcripts \_\_\_\_ Certificate of Clearance fee \_\_\_\_ CBEST \_\_\_\_

**MS/SS/SPED**

Degree \_\_\_\_  
 Constitution \_\_\_\_  
 Intern Status Letter \_\_\_\_  
 District contract \_\_\_\_  
 KSOEHD Agreement \_\_\_\_  
 CSET \_\_\_\_ Fresno State  
 Coursework \_\_\_\_  
 Other IHE coursework \_\_\_\_

**ADMIN**

Copy of current  
 credential \_\_\_\_  
 6 pt Letter of Intent \_\_\_\_  
 District contract \_\_\_\_  
 3 year experience letter \_\_\_\_  
 Admitted to program \_\_\_\_  
 CBEST \_\_\_\_

**PSYCH**

C of C \_\_\_\_  
 District contract \_\_\_\_  
 Intern agreement \_\_\_\_  
 Degree \_\_\_\_  
 CBEST \_\_\_\_

**Multiple Subject**

CI 171 \_\_\_\_ CI 175 \_\_\_\_  
 LEE 172 \_\_\_\_ CI 176 \_\_\_\_  
 LEE 173 \_\_\_\_ LEE 177 \_\_\_\_  
 EHD 174 \_\_\_\_ EHD 178 \_\_\_\_

**Single Subject**

EHD 155A \_\_\_\_  
 CI 151 \_\_\_\_  
 CI 152 \_\_\_\_  
 CI 159 \_\_\_\_

**SPED**

SPED 120 \_\_\_\_  
 LEE 172 \_\_\_\_ if needed

**BAP Spanish:** Span 121 \_\_\_\_ Span 119 \_\_\_\_ Span 134 \_\_\_\_ CLAS 116 \_\_\_\_ LEE 136 \_\_\_\_  
 LEE 172 \_\_\_\_  
**BAP Hmong:** Hmg 100 \_\_\_\_ Hmg 101 \_\_\_\_ LEE 129 \_\_\_\_ Anthro 123 \_\_\_\_ LEE 135 \_\_\_\_  
 LEE 172 \_\_\_\_

Date App Sent To CTC: \_\_\_\_\_ Status Date/Date CTC Issued: \_\_\_\_\_  
 Issuance Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Intern Multiple Subject: BAP Spanish \_\_\_\_ BAP Hmong \_\_\_\_  
 Intern Single Subject Subject Area: \_\_\_\_\_  
 Intern Education Specialist Mild/Mod \_\_\_\_ Mod/Severe \_\_\_\_ DHH \_\_\_\_  
 Intern Administrative Services  
 Intern PPS School Psychology

District: \_\_\_\_\_ County: \_\_\_\_\_

CDS Code: \_\_\_\_\_ semester completed \_\_\_\_\_

Input Into PS	
Input Into KDB	