

Fresno State
Application for Pupil Personnel Services Credentials
(Instructions on Pages 1-2)

CLEAR PPS: SCHOOL COUNSELING CHECKLIST

- ___ Transcripts (*Fresno State courses only*) AFTER your final grades are posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ Official transcripts verifying your Bachelor's or Master's degree from institution other than Fresno State and if this is your FIRST credential.

- ___ Copy of CBEST passing verification.

- ___ Program completion verification by the program coordinator.

- ___ \$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.

CLEAR PPS: SOCIAL WORK/CHILD WELFARE AND ATTENDANCE CHECKLIST

- ___ Transcripts (*Fresno State courses only*) AFTER your final grades are posted and your Master's degree is conferred. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ Program completion form signed by the program coordinator of the Social Work department. If you also have the Counseling authorization, you do not need this signed off.

- ___ Copy of CBEST passing verification.

- ___ \$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.

Please Note: Fingerprint clearance through the Commission on Teacher Credentialing and passage of CBEST (or equivalent) are also required to obtain your credential. These two requirements should have been met upon official acceptance to the program.

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.

Fresno State
Application for Pupil Personnel Services Credentials

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.)

1. BA/BS _____ Major _____
Date Granted

2. MA/MS _____ Major _____
Date Granted

Please check the credential you are applying for:

Clear Pupil Personnel Services:

School Counseling____ Child Welfare and Attendance____ School Social Work____

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

CSU fee ____

FSU transcripts ____

Other _____

PPS: School Counseling:

CBEST ____

Fingerprint clearance ____

Program completion form ____

COUN 249 (8 units) ____ or equivalent

Verification of degree (if this is their first credential) ____

PPS: Social Work, Child Welfare & Attendance:

CBEST ____

Fingerprint clearance ____

MA posted ____

Program completion form ____

S WK 282/283 ____

School Counseling:

COUN 240 ____

COUN 220 ____

COUN 203 ____

Date App Sent To CTC:

Status Date/Date CTC

Issuance Date: _____

Issued: _____

Expiration Date: _____

____ Clear PPS: School Counseling

____ Clear PPS: School Social Work

____ Clear PPS: School Social Work, Child Welfare and Attendance

____ Clear PPS: School Social Work, Child Welfare and Attendance and School Counseling

Semester completed _____

Input Into PS	
Input Into KDB	