

Fresno State
Application for Single Subject Credentials
(Instructions on Pages 1-3)

I. PRELIMINARY 2042 SINGLE SUBJECT CHECKLIST

- ___ Fresno State transcripts with ALL grades/degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.
- ___ 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. Online CPR training is available from CPR Today at: www.cprtoday.com.
- ___ \$25.00 Fresno State processing fee. **See instructions on page 3.**
This fee is waived if you are applying for a science or math credential.
Write “MSTI fee waiver” on your application.
- ___ Complete the CSU exit survey at <http://csuexitsurvey.org>. Campus code: **FSC**
Print out the verification at the end of the survey.
- ___ Printed verification of your TPA scores from your Tk20 or Taskstream account.

ATTENTION: Agriculture students also need to submit a separate application for the Clear Agricultural Specialist credential.

For questions, please contact the Credential Analyst, Sherri Nakashima at sherrin@csufresno.edu or Kremen School, ED100

Processing time can take up to 20 business days during peak periods.

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

- 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.

KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT
CREDENTIAL PROCESSING FEE

FEE: **\$25.00 money order or cashier's check payable to "FRESNO STATE"**
*NO personal checks, please
*Write Fresno State ID # or last 4 digits of SSN (non-students) on
your cashier's check/money order

SUBMIT PAYMENT TO: Fresno State Cashiering Services
5150 N. Maple Avenue, M/S JA 58
Fresno, CA 93740-8026

Please submit this completed form with your \$25 cashier's check or money order to the Cashiering Services window in the Joyal Administration Building - South Lobby, or mail to the address listed above. The credential application will not be processed until payment is received.

Do not send your credential application to Cashiering Services, only this form with your payment.

NOTE: An incomplete form may delay processing.

Last Name: _____ First Name: _____

Fresno State Student ID number: _____

If you have never attended Fresno State, indicate the last 4 digits of your SSN: _____

Email: _____

Mailing Address: _____

Phone Number (including area code): _____

Credential you are applying for: _____

DO NOT WRITE BELOW THIS LINE

CASHIERING SERVICES USE ONLY

ITEM CODE - 1110

DEPT CODE - KRE

Acct	Fund	Org ID	Program	Class	Project
501946	46720	29210	0000	00000	000000

Please email receipt verification to: sherrin@csufresno.edu 559.278.0286

**Fresno State
Application for Single Subject Credential**

Student ID# _____

SS# _____ - _____ - _____

Date of Birth _____

Last Name: _____ First Name: _____

Former Names, If Any _____

Mailing Address: _____

Phone Number (including area code): _____

Email address used on your CTC profile: _____

Check your profile at www.ctc.ca.gov. Updating your email address will require you to create a username and password.

1. BA/BS _____ Major _____
Date Granted _____

2. Have you held a university internship credential? YES NO

Please indicate the credential you are applying for:

Preliminary Single Subject (2042) Subject: _____

Supplementary or Subject Matter Authorizations: _____

(additional subject area outside of your credential authorization)

<https://www.ctc.ca.gov/docs/default-source/leaflets/cl603.pdf?sfvrsn=0>

Indicate the county where you are employed: _____

Submit pages 4-5 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 ____ MSTI fee waiver ____ CBEST ____ Degree ____ Constitution ____ Fingerprints ____ CPR ____

CSET ____ FSU COURSEWORK ____ OTHER IHE coursework ____

Tk20/Taskstream ____

AGED 150/CI 149 ____ CI 100 ____

CI 151 ____ CI 152 ____ LEE 157 ____

CI 161/SPED 158 ____ EHD 155A ____ EHD 154A ____

CI 161/SPED 158 ____ LEE 156 ____ EHD 155B ____ EHD 154B ____ (Ag exempt)

DATE SENT TO CTC: _____ **STATUS DATE/CTC COMPLETED:** _____

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

PRELIMINARY SINGLE SUBJECT 2042: _____

Supplementary
Authorizations _____

Subject Matter
Authorizations _____

Semester completed _____

PS		
ERST		
MSTI Database		