

Fresno State
Application for Single Subject Credentials
(Instructions on Pages 1-2)

I. PRELIMINARY 2042 SINGLE SUBJECT CHECKLIST

- ___ Transcripts with ALL grades and bachelor’s degree posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

- ___ ***If you are not a graduate of Fresno State:*** Official transcripts verifying your bachelor’s degree and Constitution course or exam requirement. (CSU graduates automatically meet the Constitution requirement, others must verify by college transcript or approved examination.)

- ___ 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. The only online CPR training verification accepted must be from www.cprtoday.com.

- ___ \$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.
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 that all of your requirements have been submitted into Taskstream. If you no longer have access to Taskstream, write this on your application.

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

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 Single Subject 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. 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 list the credential you are applying for:

Preliminary Single Subject (2042) Subject: _____

Supplementary or Subject Matter Authorizations: _____
(additional subject area outside of your credential authorization)

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 ____ MSTI fee waiver ____ CBEST ____ Degree ____ Constitution ____ Fingerprints ____ CPR ____

CSET ____ FSU COURSEWORK ____ Other IHE smc coursework ____

CSUF transcripts ____ Taskstream submitted ____

ELAS ____

CI 149 ____ 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		