

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

**CLEAR PPS SCHOOL PSYCHOLOGY SERVICES CHECKLIST**

- Fresno State transcripts with your master's degree posted. Unofficial transcripts printed from your [my.fresnostate.edu](http://my.fresnostate.edu) account are acceptable.
  
- Copy of passing CBEST verification
  
- Verification of fingerprint clearance through CTC.
  
- The School Psychology Program Coordinator will forward program completion verification to the Credential Analyst.
  
- \$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.

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 Pupil Personnel Services School Psychology Services 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.)

Ed.S. \_\_\_\_\_

Date Granted

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:**

Sherrri 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** \_\_\_\_

**Other** \_\_\_\_\_

CBEST \_\_\_\_

Fingerprint Clearance \_\_\_\_

Program Completion Form \_\_\_\_

Transcripts/MA posted \_\_\_\_

PSYCH 267 \_\_\_\_

---

---

Date App Sent To CTC: \_\_\_\_\_

Issuance Date: \_\_\_\_\_

Status Date/Date CTC

Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Clear PPS School Psychology \_\_\_\_\_

Semester completed \_\_\_\_\_

Input Into PS	
Input Into KDB	