

Fresno State
Application for Specialist Credentials
AGRICULTURE ~ READING ~ EARLY CHILDHOOD
(Instructions on Pages 1-2)

I. AGRICULTURE SPECIALIST CHECKLIST

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

- Must have applied for or hold a Preliminary Single Subject Ag 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. *If applying for both the Preliminary Single Subject Ag and Ag Specialist together, only one payment for \$50 is acceptable.*

II. EARLY CHILDHOOD SPECIALIST CHECKLIST

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

- Copy of valid prerequisite credential.

- Program completion form signed off 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.

III. READING and LITERACY LEADERSHIP SPECIALIST (RLLS) and/or READING and LITERACY added Authorization (RLAA) CHECKLIST

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

- Copy of valid prerequisite Multiple Subject credential.

- Employer letter verifying 3 years of teaching experience.

- \$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 the RLLS or RLAA applicants: Your program completion form, once completed, will be forwarded to the Credential Analyst by the Reading / Language Arts Program Coordinator.

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 Specialist Instruction Credentials
Agriculture --- Early Childhood --- Reading Specialist

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.)

Please check the credential you are applying for:

- Clear Specialist Instruction: Agriculture
 Clear Specialist Instruction: Early Childhood
 Clear Reading and Literacy Leadership Specialist Reading and Literacy added 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 ____

Valid basic Credential ____

FSU Transcripts ____

Agriculture

____ AG-280

____AG-281

Early Childhood

____ Program Clearance Form

Reading/Language Arts

____ Program Clearance Form

Date App Sent To CTC: _____

Date CTC Issued: _____

Issuance Date: _____

Expiration Date: _____

____ **Clear Specialist Instruction: Agriculture**

____ **Clear Reading and Literacy Leadership Specialist**

____ **Reading and Literacy added Authorization**

____ **Clear Specialist Instruction: Early Childhood**

Semester completed _____

Input Into PS	
Input Into KDB	