

FRESNO STATE

ADDING A SUBJECT AREA ON TO A CREDENTIAL OR ADDING A SUBJECT MATTER OR SUPPLEMENTARY AUTHORIZATION

INSTRUCTIONS - PLEASE READ and KEEP THIS SHEET

Complete the Fresno State credential application and submit with the appropriate items listed below in one packet to Education Room 100. Your application will be submitted by mail to the Commission on Teacher Credentialing (CTC) and a verification letter mailed to you to register at your local County Office of Education. Once mailed, it may take CTC 2-4 months to complete their processing. When the process is complete, CTC will email your document number to you.

Effective 1/1/14: CTC requires that an English Learner (EL) or CLAD authorization must already be held by the applicant who is seeking to add on to an existing credential. A subject specific methods course is also required to add on a Single Subject credential. The methods course is not required for the subject matter/supplementary authorization.

Exceptions: Science credential holder adding on another science area or foreign language credential holder adding on another language.

MATH AND SCIENCE applicants must apply through Fresno State if you are participating in the MSTI (Math Science Teaching Initiative) program. ***The Fresno State \$25 processing fee is currently being waived for those adding on a Math or Science credential or subject matter authorization. Write "MSTI FEE WAIVER" on your credential application.**

I. Adding the Multiple Subject credential to a valid Single Subject credential:

- a. Official, sealed transcripts with all grades posted. Transcripts must verify the reading course LEE 177, methodology course CI 171 and EHD 178 fieldwork (elementary student teaching), if applicable.
- b. Copy of passing RICA scores AND completion of the beginning reading course LEE 177. This is effective 1/1/14.
- c. Copy of valid CSET Multiple Subject scores.
- d. University processing fee of \$25.00. Money order/cashier's check (non-refundable) payable to "Fresno State". Print your name and Fresno State ID # on the fee. No personal checks
- e. \$100 money order or cashier's check payable to the "Commission on Teacher Credentialing" No personal checks.
- f. Download this form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf> Fill out section 1, 3, 4, 5 and 7.
- g. You must already hold an English learner authorization.

II. Adding the Single Subject credential to an valid Multiple Subject credential:

- a. Official, sealed transcripts with all grades posted. Transcripts must verify the departmentalized methodology course in the specific subject area.
- b. Original subject matter waiver letter or copy of valid CSET scores.
- c. University processing fee of \$25.00. Money order/cashier's check (non-refundable) payable to "Fresno State". Print your name and Fresno State ID # on fee. NO personal checks.
- d. \$100 money order or cashier's check payable to the "Commission on Teacher Credentialing" NO personal checks.
- e. Download this form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf> Fill out sections 1, 3, 4, 5 and 7.
- f. You must already hold an English learner authorization.

Those adding on the Foundational Level Math credential must complete a FL math methods course to be recommended for the credential through Fresno State.

(turn page over for additional information)

III. Adding on a second Single Subject area to an valid Single Subject credential:

- a. Original subject matter waiver letter or copy of valid CSET scores.
- b. Official, sealed transcripts (not online) verifying completion of an appropriate departmentalized methodology course in the specific subject area. This is effective 1/1/14.*
- c. University processing fee of \$25. Money order/cashier's check (non-refundable) payable to "Fresno State". Print your name and Fresno State ID # on the fee. NO personal checks.
- d. \$100 money order or cashier's check payable to the "Commission on Teacher Credentialing" NO personal checks.
- e. Download this form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Fill out section 1,3, 4, 5 and 7.
- f. You must already hold an English learner authorization.

IV. Adding on second Education Specialist authorization to valid Education Specialist credential:

- a. Official, sealed transcripts verifying completion of required coursework.
- b. \$100 money order or cashier's check payable to the "Commission on Teacher Credentialing". NO personal checks.
- c. \$25 money order or cashier's check payable to "Fresno State". NO personal checks.
- d. Download this form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Fill out section 1,4, 5 and 6.

V. Adding subject matter authorization (32 units) or supplementary authorization (10/20 units):

- a. Official, sealed transcripts from the institution(s) where you completed coursework for the added authorization. Fresno State processing fee of \$25.00. Money order/cashier's check (non-refundable) payable to "Fresno State".
- b. NO personal checks. Print your name and student ID # on fee.
SUPPLEMENTARY AUTHORIZATIONS (10/20 UNITS) are not eligible for the math/science Fresno State processing fee waiver.
- c. Copy of your current, valid Multiple or Single Subject credential showing the expiration date.
- d. \$100 money order or cashier's check payable to the "Commission on Teacher Credentialing" NO personal checks.
- e. Download this form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Fill out section 1, 3, 4, 5 and 7.

Submit your packet to Education Room 100 or mail it to:

Fresno State Credential Analyst
5005 North Maple, M/S ED 701
Fresno, CA 93740-8025

FRESNO STATE

APPLICATION TO ADD AN AUTHORIZATION TO AN EXISTING CREDENTIAL

FRESNO STATE ID# _____

SS# (required) _____ - _____ - _____

Date of Birth (required) _____

Name _____
First Middle Last

Previous Names, if any _____

Mailing Address: _____
Number, Street, Apt# City State Zip

Telephone: Home _____ Cell _____
Work _____

Email address REQUIRED: _____

Current credential(s) held: _____

County where you are employed: _____

I am applying to add on a:

- A. _____ Single Subject - Subject area: _____
- B. _____ Multiple Subject
- C. _____ Education Specialist _____ Mild/Moderate _____ Moderate/Severe
- D. _____ Subject Matter Authorization in (32 units) _____
- E. _____ Supplementary Authorization (10-20 units) _____

Questions? Email sherrin@csufresno.edu

Mailing Address:
Credential Analyst, CSU Fresno
5005 N. Maple Avenue, M/S ED701
Fresno, CA 93740-8025

4.6.16 **NOTE:** A copy of this page is required for reimbursement by MSTI of your CTC Credential Application Fee (\$70) and/or the \$99/test or \$69/test CSET Subtest fee. This page is only required to reimburse the fee(s) for the final CSET subtest(s) passed for your new credential.

OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

CSU fee ____ CTC \$100 fee ____ MSTI fee waiver ____ 41-4 form ____ Current valid credential w/ EL ____ (1/1/14)

Other _____

Adding Multiple Subject: LEE 177 ____ and passed RICA ____

CI 171 ____ EHD 178 ____ (9/23/13)

Passed CSET 101, 102, 103 ____

Adding Single Subject: CI 161 ____

Passed CSET ____ or Subject Matter coursework ____

Math or Foundational Level Math methods course ____

ADDED AUTHORIZATIONS

DATE APP SENT TO CTC: _____ **DATE CTC MAILED:** _____

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

____ **Adding Multiple Subject credential**

____ **Adding Single Subject credential:** _____

____ **Adding Education Specialist authorization in: Mild/Moderate Mod/Severe Level I Level II Preliminary Clear**

____ **Adding Subject Matter Authorization in** _____

____ **Adding Supplementary Authorization in** _____

Semester completed _____

Input into PS	
Input into KDB	
MSTI db	

