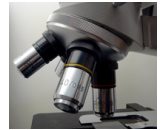


CALIFORNIA STATE UNIVERSITY, FRESNO
APPLICATION FOR ADDING A SECOND CREDENTIAL OR
AUTHORIZATION TO AN EXISTING CREDENTIAL



INSTRUCTIONS

Complete the attached CSUF credential application and submit with the appropriate items listed below to Room 151 in the Kremen Education Building. Your application will be submitted online to the Commission on Teacher Credentialing (CTC) in approximately 15-20 working days. A valid email address and debit/credit card are required, as your CTC credential fee will be paid online.

Note: MSTI will reimburse the \$57 CTC filing fee! Contact May Lee regarding this: maylay@csufresno.edu. In addition, the \$25 Fresno State credential processing fee is also waived for those adding on a Mathematics and /or Science authorization. Please write “MSTI WAIVER” on your credential application. (MSTI Web site: <http://csufresno.edu/teachmathscience>). Here's what you need:

I. Adding the Single Subject credential (including FLM or FLGS) to an existing Multiple Subject credential:

- Unofficial CSUF transcripts with all grades posted. Transcripts must verify the departmentalized methodology course (CI 160 or CI 161) in the appropriate subject matter area.
- Copy of valid CSET scores or original subject matter waiver letter

II. Adding on a second Single Subject credential to an existing Single Subject credential:

- Copy of valid CSET scores or original subject matter waiver letter
- Unofficial CSUF transcripts with all grades posted. Transcripts must verify the departmentalized methodology course (CI 160 or CI 161) in the appropriate subject matter area.

III. Adding a Subject Matter Authorization (32 units of coursework):

- Official transcripts from the institution(s) where you completed coursework for the added authorization. CSUF transcripts can be unofficial.
- Copy of your current, valid Multiple or Single Subject credential.

Submit your information to **Education Room 151** or mail it to: **CSU, Fresno, Credential Analyst;**
5005 N. Maple Ave, M/S ED 301; Fresno, CA 93740-8025

Information about the Process

1. The Commission on Teacher Credentialing (CTC) requires that we process applications and submit them online. A valid email address and credit/debit card are required to apply for a credential.
 2. Once you have submitted a complete application packet to ED-151, it will be processed by the Credential Analyst in approximately 15-20 working days and sent online to CTC.
 3. You will be contacted by email to answer Character and Fitness questions and provide your payment information through your credit/debit card online. The current fee is \$57 (which MSTI can reimburse; see above).
 4. After you have responded to the initial email, you will receive an email verifying payment. You may print this out as proof of applying for your credential and submit it to your County Office of Education (COE), or you can wait for your final email.
 5. Within approximately 1-2 weeks after your payment receipt is issued, you will receive a final email with your credential document number. This is your official verification that you will be issued a credential. You must take a copy of this email to your COE. CTC no longer mails out credential documents.
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OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

CSU fee ____ Current valid credential ____

Other _____

Adding Single Subject or FLM Credential: CI 160 ____ CI 161 ____

Passed CSET ____ or Subject Matter coursework ____

ADDED AUTHORIZATIONS

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

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

____ Adding Single Subject credential: _____

____ Adding Subject Matter Authorization in _____

	Cred. Analyst's initials/date	Data Technician's initials/date
Credential ordered		