



CALIFORNIA STATE UNIVERSITY, FRESNO

APPLICATION FOR ADDING A SINGLE SUBJECT MATHEMATICS OR SCIENCE AUTHORIZATION (INCLUDING FLM AND FLGS) TO AN EXISTING MULTIPLE OR SINGLE SUBJECT CREDENTIAL

INSTRUCTIONS

Congratulations on your success in being eligible to obtain an additional authorization in mathematics or science! Now all you need to do is to complete the CSUF credential application on the next page and submit it with the appropriate items listed below to Education Room 151 in person or via U.S. mail.

Here is what you will need to provide:

- 1. Adding the Single Subject credential to an existing Multiple Subject credential:**
 - Unofficial CSUF transcripts showing grade for CI 161.
 - Copy of valid CSET scores (e.g., Math CSET Subtest I and II for FLM or FLGS credential)
- 2. Adding on a second Single Subject credential to an existing Single Subject credential:**
 - Original subject matter waiver letter or copy of valid CSET scores.
- 3. Adding a Subject Matter Authorization (32 units):**
 - 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 the information above to Education Room 151 or mail it to:

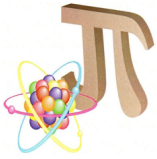
Sherri Nakashima, Credential Analyst
California State University, Fresno
5005 N. Maple Ave, M/S ED301
Fresno, CA 93740-8025

IMPORTANT INFORMATION about the online process

The Commission on Teacher Credentialing (CTC) requires that our office process applications and submit them online. Here are the steps:

1. The Credential Analyst will contact you by email with instructions to link to the CTC website. You will answer some questions and provide your payment information (credit/debit card). The fee is \$57. (Note: When math/science credentials are processed through this office, the Mathematics and Science Teacher Initiative–MSTI–will reimburse the CTC fee, in addition to CSET math or science subtest fees! Email May Lee: maylay@csufresno.edu)
2. You will receive an email verification of your online payment. Print this out as verification of applying for your credential. You may submit it to your County Office of Education (COE).
3. Within approximately 1-2 weeks, 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.

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APPLICATION FOR ADDING A MULTIPLE OR SINGLE SUBJECT AUTHORIZATION
IN MATHEMATICS OR SCIENCE

CSUF ID# _____

SS# _____ - _____ - _____

Date of Birth _____

Name _____
First Middle Last

Previous Names, if any _____

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

Telephone: Home _____ Cell _____
Work _____

Email address required: _____

1. Previous credentials/permits held? _____

2. Credential for which you are applying:
__x__ Single Subject - Subject area: _____

3. Introductory Subject Matter Authorization(s) for which you are applying: __ Mathematics __ Science

Questions? Email sherrin@csufresno.edu

Mailing Address:
Sherri Nakashima, Credential Analyst
California State University, Fresno
5005 N. Maple Ave, M/S ED301
Fresno, CA 93740-8025

We look forward to receiving your credential application!

MSTI Questions? Email Dr. Carol Fry Bohlin at carolb@csufresno.edu
Also check the MSTI Web site: <http://csufresno.edu/teachmathscience>

OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

MSTI Fee Waiver: _____ Current Valid MS Credential: _____ Current Valid SS Credential _____

Other _____

Adding Single Subject: **Passed CSET Subtests:** _____ **Passed CI 161:** _____

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		
Credential in from CTC		