

Fresno State
Application for Pupil Personnel Services Credentials
(Instructions on Pages 1-3)

CLEAR PPS: SCHOOL COUNSELING CHECKLIST

Transcripts (*Fresno State courses only*) AFTER your final grades are posted. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

___ Copy of CBEST passing verification.

___ Program completion verification by the program coordinator. See instructions at this link: <http://www.fresnostate.edu/kremen/documents/ppscform-2020-v3.pdf>

___ \$25.00 Fresno State processing fee. **See page 3 for instructions.**

CLEAR PPS: SOCIAL WORK/CHILD WELFARE AND ATTENDANCE CHECKLIST

Transcripts (*Fresno State courses only*) AFTER your final grades are posted and your Master's degree is conferred. Unofficial transcripts printed from your my.fresnostate.edu account are acceptable.

Contact your program coordinator of the Social Work department for the program completion form. If you are including the School Counseling authorization, you do **not** need to contact the School Counseling Coordinator.

Copy of CBEST passing verification.

\$25.00 Fresno State processing fee. **See page 3 for instructions.**

ADDING SCHOOL COUNSELING TO EXISTING SOCIAL WORK CREDENTIAL

Unofficial Fresno State transcripts

\$25.00 Fresno State processing fee. **See page 3 for instructions.**

For questions, please contact the Credential Analyst, Sherri Nakashima at sherrin@csufresno.edu or Kremen School, ED100

Processing time can take up to 20 business days during peak periods.

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.

**Kremen School of Education and Human Development
Fresno State Credential Processing Fee**

\$25.00 fee payable to “FRESNO STATE”

If you are **MAILING** your fee and form, the fee can be a personal check or money order payable to “FRESNO STATE”. Write your Fresno State ID number on the check/money order. Non-Fresno State students please indicate the last 4 digits of your SSN on the fee.

MAIL PAYMENT AND THIS FORM TO: Fresno State Cashiering Services
5150 N. Maple Avenue, M/S JA 58
Fresno, CA 93740-8026

If you are paying **IN PERSON**, Cashiering Services will accept credit cards, cash or personal checks. Submit this completed form with your \$25 fee to the Cashiering Services window in the Joyal Administration Building - South Lobby. The cashier will receipt stamp the form. Include the form with your credential application.

Do not send your credential application to Cashiering Services, only this form with your payment.

NOTE: An incomplete form will delay processing.

Last Name: _____ First Name: _____

Fresno State Student ID number: _____

If you have never attended Fresno State, indicate the last 4 digits of your SSN: _____

Email: _____

Address: _____

Phone number: () _____

Credential you are applying for: _____

DO NOT WRITE BELOW THIS LINE

CASHIERING SERVICES USE ONLY

ITEM CODE - 1110

DEPT CODE - KRE (only if non-student)

Acct	Fund	Org ID	Program	Class	Project
501946	46720	29210	0000	00000	000000

Please email receipt verification to: sherrin@csufresno.edu x80286

Fresno State
Application for Pupil Personnel Services Credentials

Student ID# _____

SS# _____-_____-_____

Date of Birth _____

Last Name: _____ First Name: _____

Former Names, If Any _____

Mailing Address: _____

Phone Number (including area code): _____

Email address used on your CTC profile: _____

Check your profile at www.ctc.ca.gov. *Updating your email address will require you to create a username and password.*

1. BA/BS _____ Major _____
Date Granted _____

2. MA/MS _____ Major _____
Date Granted _____

Please check the credential you are applying for:

Clear Pupil Personnel Services:

School Counseling ___ Child Welfare and Attendance ___ School Social Work

Adding School Counseling ___

Indicate the **COUNTY** where you are employed:

Submit pages 4-5 of the application to:

Sherri Nakashima, Credential Analyst
Kremen School of Education and Human Development
5005 N. Maple Avenue, ED301
Fresno, CA 93740-8025

OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

CSU fee ____

Other _____

PPS: School Counseling:

CBEST ____
Fingerprint clearance ____
Program completion form ____
COUN 249 (8 units) ____ or equivalent
Verification of degree (if this is their first credential) ____

PPS: Social Work, Child Welfare & Attendance:

CBEST ____
Fingerprint clearance ____
MA posted ____
Program completion form ____
S WK 282/283 ____

School Counseling:

COUN 240 ____ COUN 220 ____ COUN 203 ____

Date App Sent To CTC: _____ CTC issued _____

Issuance Date: _____ Expiration Date: _____

____ Clear PPS: School Counseling ____ Adding School Counseling

____ Clear PPS: School Social Work

____ Clear PPS: School Social Work, Child Welfare and Attendance

____ Clear PPS: School Social Work, Child Welfare and Attendance and School Counseling

Semester completed _____

Input Into PS	
Input Into KDB	