

## Applying for a Clear Credential

Congratulations on the completion of your Clear Credential! You are now ready to file for your clear credential.

In response to SB 63, the California Commission on Teacher Credentialing has implemented a web-based portal for the purpose of accepting credential applications from Institutions of Higher Education with approved credential programs.

The on-line process is a two-step process. Once a "request for a credential" is received by Fresno Pacific it will be entered into the CCTC's system. The candidate will then receive an e-mail from the CCTC requesting the candidate to complete the application and pay the application fee by credit card. Once the candidate has completed the application process the candidate will receive a second e-mail verifying that the credential has been recommended and will be issued by the CCTC. The Commission will then process the data and grant a credential within one to two days of receipt.

### The Process:

- **Complete the attached *Credential Request Form* and submit it to the Credential Office.** Requests can be mailed to the address above (ATTN: Edith Thiessen), dropped off, scanned and e-mailed, or faxed to 559-453-2001.
- **Include verification of current CPR certification for adult, child an infant CPR. On-line training is not acceptable. Please provide a copy of the back and front of the card.**
- **Since you have taken all your coursework at Fresno Pacific, no additional transcripts are required.**
- **The FPU Credential Office will check documents, verify eligibility and recommend for the credential.** Requests will be processed in the order in which they are received. Depending upon volume, it might take several weeks before your file is processed. If additional documentation is required you will be informed by e-mail.
- **Once the Credential Office has submitted the online recommendation you will be notified by CCTC to complete the personal and professional fitness, and payment portions of the process. Within a day or two CCTC will send you notice of receipt. (All correspondence will take place via e-mail.) This is an important step. Your credential will not be granted until you have completed this step.**
- **Within two working days you will receive confirmation that your credential has been granted, providing there are no extenuating circumstances.** Confirmation will come from CCTC and may be taken to a school district for employment purposes. ***FPU will no longer issue Letters of Verification (C-19 letters).***

Questions?? Contact Edith Thiessen at 559-453-2256 or [edthiess@fresno.edu](mailto:edthiess@fresno.edu) or Kathy Boyd at 559-453-3665 or [kboyd@fresno.edu](mailto:kboyd@fresno.edu).

FRESNO PACIFIC UNIVERSITY  
CREDENTIAL REQUEST FORM

**Applicant's Full Legal Name** (as it will be printed on your credential document) **and Mailing Address:**  
(Please print clearly)

\_\_\_\_\_

(First)

(Middle)

(Last)

\_\_\_\_\_

(Street)

\_\_\_\_\_

(City)

(State)

(Zip Code)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

All Former/Maiden Name(s): \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (print clearly)

**Please check the credential or certificate for which you are initiating a request.**

\_\_\_ **Multiple Subject**

\_\_\_ (Ryan) \_\_\_ (SB 2042)

\_\_\_ CLAD

\_\_\_ BCLAD \_\_\_\_\_ (Language)

\_\_\_ Clear

\_\_\_ Supplementary or Subject Matter Auth.

\_\_\_ **Single Subject**

**Subject(s):** \_\_\_\_\_

\_\_\_ (Ryan) \_\_\_ (SB 2042)

\_\_\_ CLAD

\_\_\_ BCLAD \_\_\_\_\_ (Language)

\_\_\_ Clear

\_\_\_ Supplementary or Subject Matter Auth.

Date Submitted: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Return to: Credential Office, Main Campus  
Bartsch Hall, 1717 S. Chestnut Ave. Fresno, CA 93702