

## APPLICATION FOR ADDING A SINGLE SUBJECT MATH OR SCIENCE CREDENTIAL OR AUTHORIZATION TO AN EXISTING CREDENTIAL

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### \* INSTRUCTIONS \*

*The following items are required to add an additional mathematics or science credential/authorization to a valid Multiple or Single Subject credential:*

1. **Fresno State credential application** (on the next page)
2. **Official transcripts** that show your subject matter coursework, including the Single Subject Mathematics or Science teaching methodology course that you took if you're adding on a Single Subject credential (including FLGS and FLM). At Fresno State, this methodology course is CI 161. (Note: A science credential holder adding another science area does not need to take another science methodology course.) If you are **mailing** your official transcripts, they must be in a sealed envelope from the university. If you are sending **electronic transcripts**, they must be **sent directly to Sherri Nakashima at [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu)**. (If the e-transcripts are sent to anyone else, the Commission on Teacher Credentialing will not accept them.)
3. **Copy of valid CSET scores** or original letter verifying subject matter competency (not required for Supplementary or Subject Matter Authorizations).
4. **\$100 money order or cashier's check** made payable to the "Commission on Teacher Credentialing" (personal checks cannot be accepted).
5. Download this form: [www.ctc.ca.gov/credentials/leaflets/414.pdf](http://www.ctc.ca.gov/credentials/leaflets/414.pdf). Fill out sections **1, 6, 7 and 9**. (Note: Do NOT send this form to CTC.)
6. Copy of your current credential verifying that you hold an English Learner or CLAD authorization.

**Note:** If you are earning your initial **Preliminary** credential, please go to <http://www.fresnostate.edu/kremen/teaching-credential/cred-cert.html> for alternative instructions.

*Mail all of the items above in one packet to the following address (or bring to Kremen Rm. 250):*

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Alyssia Aguilar ~ MSTI  
California State University, Fresno  
5005 North Maple, M/S ED 2  
Fresno, CA 93740-8025



Mathematics & Science Teacher Initiative

CREDENTIAL/AUTHORIZATION APPLICATION

FRESNO STATE ID# (if applicable) \_\_\_\_\_

SS# (required) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth (required): \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Previous Names, if any \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number, Street, Apt. # City State Zip

Telephone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email address (required): \_\_\_\_\_

Current credential(s) held: \_\_\_\_\_

County where you are employed (if applicable): \_\_\_\_\_

I am applying to add on a Single Subject credential or supplementary/subject matter authorization in the area(s) of:

\_\_\_ Foundational-Level Mathematics \_\_\_ Mathematics (all math including higher math)

\_\_\_ Foundational-Level General Science

\_\_\_ Science: Biology \_\_\_ Chemistry \_\_\_ Geosciences \_\_\_ Physics \_\_\_

\_\_\_ Subject Matter Authorization (Area: \_\_\_\_\_)

\_\_\_ Supplementary Authorization (Area: \_\_\_\_\_)

\*\*If you are an out of state or out of U.S. trained PRELIMINARY credential holder, please email the Credential Analyst. The Commission on Teacher Credentialing will not allow you to add on any authorizations until specific requirements are met.

Questions? Email the Credential Analyst, Sherri Nakashima, at: [sherrin@csufresno.edu](mailto:sherrin@csufresno.edu)

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

**OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE**

CTC \$100 fee \_\_\_\_\_ CTC 41-4 form \_\_\_\_\_ Current valid credential w/ EL \_\_\_\_\_ Expiration date \_\_\_\_\_

Official transcripts \_\_\_\_\_

NOTIFY MSTI \_\_\_\_\_

Email verification letter \_\_\_\_\_

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**Single Subject methodology course (CI 161 or equivalent course from another CTC-approved program), if required:**

CI 161/Science \_\_\_\_\_

CI 161/FLGS \_\_\_\_\_

CI 161/Math \_\_\_\_\_

CI 161/FLM \_\_\_\_\_

Other: \_\_\_\_\_

Passed CSET \_\_\_\_\_ or Subject Matter coursework \_\_\_\_\_

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ADDED AUTHORIZATIONS

DATE APP SENT TO CTC: \_\_\_\_\_ DATE CTC MAILED: \_\_\_\_\_

ISSUANCE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**Credential/Authorization Added:**

Single Subject Credential: \_\_\_\_\_

Supplementary Authorization: \_\_\_\_\_

Subject Matter Authorization: \_\_\_\_\_

Semester completed: \_\_\_\_\_

<b>MSTI db</b>	
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