



## 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

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#### **\*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**

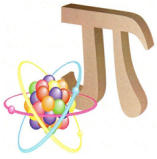
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#### **IMPORTANT INFORMATION about the online process**

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](mailto: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.

CALIFORNIA STATE UNIVERSITY, FRESNO



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](mailto: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](mailto: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:** \_\_\_\_\_

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ADDED AUTHORIZATIONS

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

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

\_\_\_\_ **Adding Single Subject Credential:** \_\_\_\_\_

\_\_\_\_ **Adding Subject Matter Authorization in** \_\_\_\_\_

	<b>Cred. Analyst's initials/date</b>	<b>Data Technician's initials/date</b>
Credential ordered		
Credential in from CTC		