

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

The items listed below are required to add an additional mathematics or science credential/authorization to a valid Multiple or Single Subject credential.

Mail all of the following items in one packet to the Fresno State Credential Analyst to the mailing address on the next page. DO NOT mail your application packet to the Commission on Teacher Credentialing (CTC).

1. **Fresno State credential application** (pages 2 and 3)
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 the Credential Analyst, Pea Vang, at pavang@mail.fresnostate.edu**. (If the e-transcripts are sent to anyone else, CTC 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. Complete the online CTC 41-4 web form at: <https://public.ctc.ca.gov/Educators/LegacyApplication/Create> Instructions: Complete section 1.

If you are adding a single subject to an existing credential:

For section 2: select "New Credential/Permit"

For section 3: select "Teaching Credentials" and check "Single Subject"

For section 4: check "Single Subject Teaching Area" and select the appropriate single subject area using the drop-down menu.

If you are adding a supplementary or subject matter authorization to an existing credential:

For section 2: select "Add Subject/Authorization to Existing Document".

For section 3: select "Teaching Credentials" and the appropriate credential you currently hold.

For section 4: check "Supplementary Authorization or Subject Matter Authorization", then type the subject area. For example: Mathematics.

Complete the remaining sections and then click on "Generate Document". A PDF document will be saved to your computer. Open the PDF document and on Page 5, Section 9, click on the "Signature of Applicant" field for a digital signature. You can also print the PDF document and hand sign page 5.

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 <https://www.fresnostate.edu/kremen/teaching-credential/cred-cert.html> for alternative instructions.

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 _____

CTC Email address (required): _____

Check your CTC profile at <https://www.ctc.ca.gov/>. Communication from the CTC regarding your application will go to this email address. If your email address does not match the CTC email on record, the processing of your application will be delayed.

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, Pea Vang, at: pavang@mail.fresnostate.edu

Mailing Address:

Credential Analyst, Kremen School of Education
California State University, Fresno
5005 N. Maple Avenue, M/S ED301
Fresno, CA 93740-8025

OFFICE USE ONLY – DO NOT WRITE ON THIS PAGE

CTC fee \$100 _____ CTC 41-1 form _____ Current valid credential w/EL _____ Expiration Date _____

Official transcripts _____

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 _____

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: _____

Notify MSTI _____

Email verification letter _____

Court db _____

MSTI db _____