



Fresno County Superintendent of Schools (FCSS)
Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential
Application Packet Check List (Required for First-time Credential Applicants)

Prior to application submission, all candidates must have a consultation with the CTE/ROP Director. Please contact the Credentials office.

Once you have completed your consultation, please reach out to the credential office to schedule your fingerprint appointment (559) 265-3000. After your fingerprints have been submitted, you will be given instructions on how to apply for your Certificate of Clearance. This process should take approximately 7-10 days.

As soon as your Certificate of Clearance has been granted (you will receive an email notification) please call our office (559) 497-3860 to schedule an appointment to drop off your completed application. After your application packet has been verified for completion we will send it to our credentials department for your Preliminary Credential Recommendation. A Credential Technician will contact you once they receive your application.

Check List:

1. **Fees: NO PERSONAL CHECKS**
 - **\$69 Fingerprinting Fee** – money order or cashier’s check payable to **FCSS**
 - **\$52.50 Certificate of Clearance** – payable with debit/credit card
 - **\$102.50 Credential Application CTC Form 41-04**– payable with a debit/credit card
 - **\$100 Waiver Fee for Certificate of Completion Staff Development/Cross-cultural Language & Academic Development Authorization (if employed by a district)** – money order or cashier’s check payable to **CTC**. **This fee and application will be processed through your employing district.**

Please include the following in the packet to turn into the CTE Director at 1318 E. Shaw, Fresno 93710:

2. **FCSS Program Application and Intent to Complete Requirements**
3. **CTC Form 41-04 Application for Credential** – Follow directions on application. Complete sections 1, 6, 7 and 9 ONLY our office will complete the remaining sections.
4. **High school graduation verification** – Copy of High School Diploma **or** GED certificate **or** official college transcripts verifying a degree above high school (AA, AS, BA, BS, MA, MS, or Ph.D). Foreign transcripts must be evaluated by a CTC approved organization only. Go to www.ctc.ca.gov for Information Leaflet CL-635
5. **Work experience verification** – See **Preliminary CTE Credential Requirements** enclosure for qualifying requirements.
6. **Licenses** – If applicable, i.e. nursing, etc., attach to application.
7. **Completed “Live Scan” electronic fingerprint transaction.** Use form 41-LS only.

Make duplicate copy of the application for your files before submitting to FCSS