
APPLICATION PROCEDURES

- Step 1* | Contact FCSS CTE/ROP Department for initial screening and advisement ([559-497-3852](tel:559-497-3852)/mperkins@fcoe.org)
- Step 2* | Once work experience and transcripts are verified for the CTE Credential, the fingerprinting form and Certificate of Clearance application instructions will be sent to you.
- Step 3* | Make appointment for fingerprinting with the FCSS Credentials Department (559) 265-3005. Apply online for Certificate of Clearance.
- Step 4* | Send Certificate of Clearance to mperkins@fcoe.org. You will then receive the Credential Application (41-4 Form) and enrollment in Early Orientation.
- Step 5* | Submit CTE Credential application to FCSS CTE/ROP Office. Please call for an appointment (559 497-3860) and complete the Early Orientation within 30 days of receiving enrollment notification.
- Step 6* | Send Early Orientation certificate of completion to mperkins@fcoe.org Once this is completed, you will receive a call or email to go online and pay for your CTE Credential. Your employing district will be sent a temporary eligibility certificate by FCSS.
- Step 7* | Attend Required Program Orientation
- Step 8* | Enroll in FCSS CTE Teacher Preparation program. A mentor will be assigned to you for guidance through your first year.

District will issue an English Language Waiver

\$100 fee collected and CCSD Waiver for English Learner
Authorization issued
