



**Credentials Office**  
School of Education  
1717 So. Chestnut Ave.  
Fresno, CA 93702  
559-453-5551/Fax 453-2001  
www.fresno.edu

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## **Adding a Supplementary Authorization to your Multiple or Single Subject Credential**

Once you have completed the required coursework to add a supplementary authorization you are ready to apply to have the supplementary authorization added to your existing credential. Follow the below steps to follow to make sure your application is completed correctly and sent to the right place.

### **Step 1**

- You must hold a **valid California multiple or single subject credential.**

### **Step 2**

- Download an "Application for Credential Authorizing Public School Service."  
[https://www.ctc.ca.gov/docs/default-source/leaflets/414.pdf?sfvrsn=24453907\\_42](https://www.ctc.ca.gov/docs/default-source/leaflets/414.pdf?sfvrsn=24453907_42).
- **Section 1 – Personal Information**
- **Section 2 – Application Type Requested:** Subject/Authorization to Existing Document
- **Section 3 – Choose Document Type:** Mark either multiple or single subject credential
- **Section 4 – Select Authorization Area(s)** Mark "Supplementary Authorization/Subject Matter Authorization" and type or print "**Computer Science**" in the box.
- **Skip Section 5**
- **Section 6 – Professional Fitness Questions:** Make sure you answer all questions. Please note that if you answer "yes" to any questions you must complete the Professional Fitness Explanation Form. There is a link on the credential application.
- **Section 7 – Child Abuse and Neglect Mandated Reporting**
- **Skip Section 8**
- **Section 9 – Oath and Affidavit:** Note that you must mail the original application to the CTC. They will not accept a scanned copy, faxed copy, or a document that does not have an original signature.

### **Step 3**

Order a hard copy of your official transcripts that will show the course you have completed, as well as the grades. Do not open the envelope. The transcripts must arrive at the CTC in a sealed envelope. Transcripts that arrive at the CTC and are not accompanied by a completed application will be returned to the sender. When you request transcripts you should be able to choose Commission on Teacher Credentialing as the recipient. If there is a place to add the email, the email is [etranscripts@ctc.ca.gov](mailto:etranscripts@ctc.ca.gov). The transcripts must come from FPU. You cannot send transcripts to this address.

#### **Step 4**

- Include a copy of the course description for each course.

#### **Step 5**

- Purchase a cashier's check or money order for \$100 payable to the Commission on Teacher Credentialing. The CTC does accept personal checks, a cashier's check or money order is a safer way to go.
- Mail your completed packet (completed application, cashier's check, sealed transcripts) to Commission on Teacher Credentialing, Certification Division, 1900 Capitol Ave, Sacramento, CA 95811-4213

#### **Things to remember**

- Before mailing your application, make sure there are no cross-out mistakes, white-out, or omissions on the application. If there are such things on your application, it will be returned, which will delay the processing of your request.
- There will be a 2-3 week delay before your application is uploaded into CTC's system and visible to you.
- The total processing time for the request will be 2-3 months.
- You will receive an email when your request has been processed.

Questions? Contact

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