<p style="text-align: center;">Cal State Apply (Conditionally Classified Credential)</p>

- There are **two** applications for Chico State's credential program:
  1. Graduate School Application, through Cal State Apply, and
  2. Credential Program Application, through School of Education website
- For the grad school or Cal State Apply application, you will need to apply as a "Conditionally Classified Credential Candidate". When you complete the separate Credential Program Application, that is where you will select the specific credential program you are applying for (single subject, multiple subject, education specialist, etc.)

  a) *Cal State Apply questions please direct to Graduate Studies by emailing graduatestudies@csuchico.edu or call 530-898-6880.*
  b) *Credential Program Application questions please direct to Credential Services by emailing credentials@csuchico.edu or call 530-898-6455.*

To get started on the Cal State Apply application, follow the instructions below:

- Go to https://www2.calstate.edu/apply
- Scroll to about midway on the home page of Cal State Apply and select a term from the drop-down menu labeled "select a term to apply for". This is where you select the term you will either begin the program or be completing prerequisite courses.
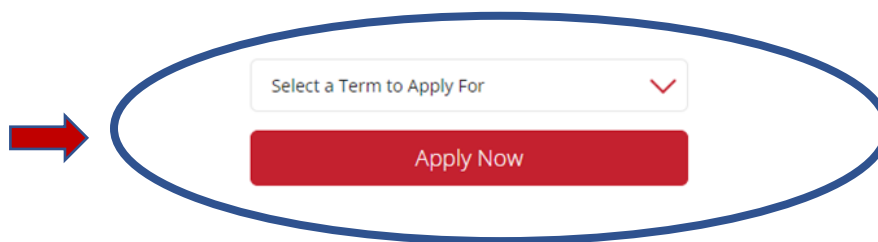
- Select "Create an Account". You can use your Chico State email address to create an account. If you do not have a Chico State email, then you can use any email for this account.

- After creating an account, you will receive an email confirmation with a Cal State Apply ID. This ID number is helpful if you need to contact Customer Service or Graduate Studies.
  - Please note that the Cal State Apply ID is not your Chico State ID number, that will be issued by the university after your application is submitted.

- For your degree goal, select "Second Bachelor's Degree and Beyond", followed by selecting "Teaching and Service Credential Only" when creating your account.

1. Degree Goal

✳ What degree, credential or certificate are you applying for?

○ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

● Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

✳ Please select one or more of the following degree goals.

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☐ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☑ Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☐ Certificate

- If you are a current Chico State student or an alumni, you will select "yes" to the returning question. Otherwise, select no.

1a. Returning

✳ Are you applying to return to the CSU campus which you previously attended, and intend to complete the same major?

● Yes   ○ No

✳ Which CSU Campus did you previously attend?   **California State University - Chico** ⌄

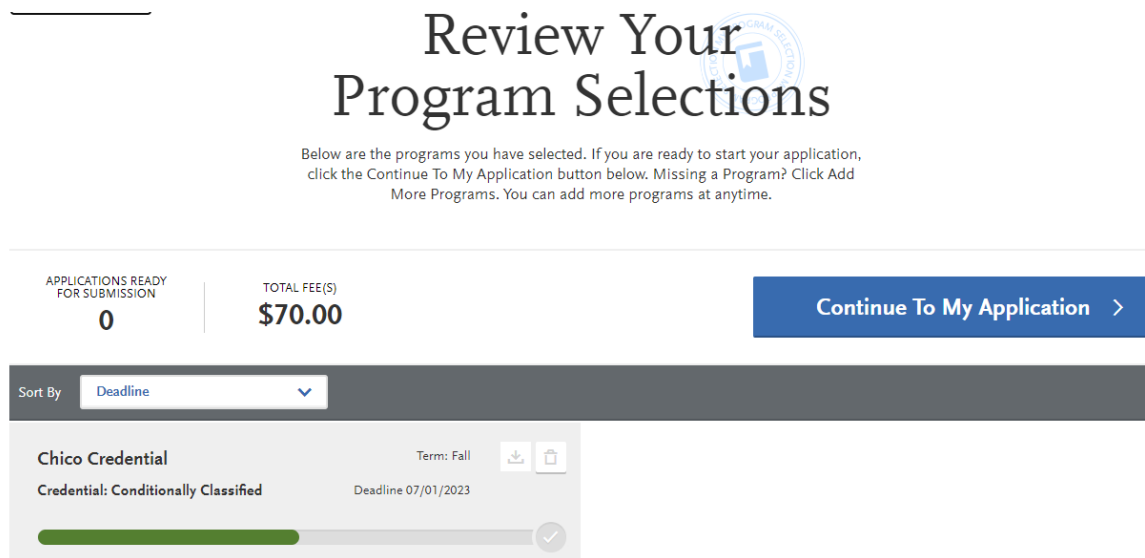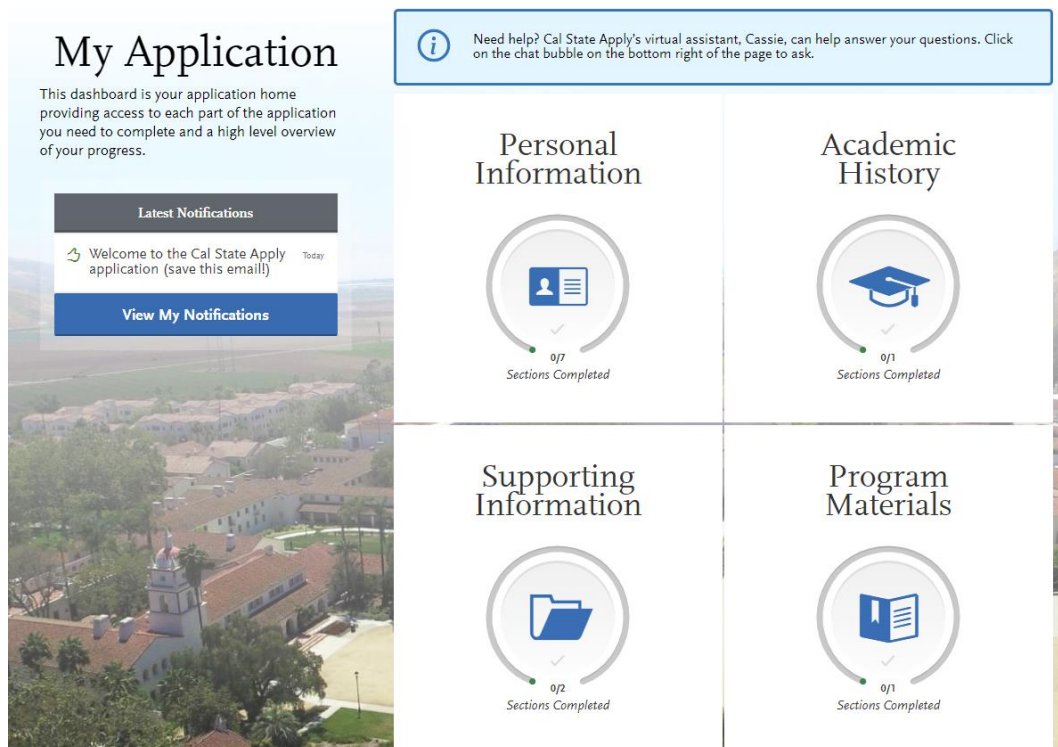What was your Student ID? [   ]

- You will now be asked to select a program. Select "Credential: Conditionally Classified" under Chico Credential area.

- Once you have added your program, the application will display your application fee of $70 and allow you to continue to your application.

- Your application has four squares that need to be completed (as pictured below)

- For the most part, each square goes into detail of what needs to be completed. However, some sections are frequently questioned.
- If there is a GPA question prompted, and you are unaware of your total credit hours, you may type 0.
- In the 'Academic History' section, there is a Standardized Tests area, you can select "I am not adding any standardized tests".

Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements. Visit the Applicant Help Center for more information.

- **Freshman Applicants:** ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you took the ACT or SAT and already sent your scores to a CSU campus, you can add your information and College Board or ACT ID number below. If you have not sent your scores to a CSU campus, no further action is needed at this time. If you are accepted and you elect to submit your SAT and ACT scores, these results will only be used as one of the measures to place you in the proper mathematics and English courses.

- **Transfer Applicants:** Add any Advanced Placement (AP), CLEP, and International Baccalaureate (IB) tests that satisfy general education requirements. For more details, review the External Exam Credit information. If you completed less than 60 transferrable units and took the SAT and/or ACT, report your results here. While SAT and ACT scores are not required, we encourage you to report any results here. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

- **International Applicants:** report your IELTS, TOEFL, and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. See Sending Official Test Scores for more information.

I Am Not Adding Any Standardized Tests

- The 'Supporting Information' section has an area labeled 'Experiences'. In this area, you can select "I am not adding any experience". However, if you do choose to add experience, it is experience that is from a classroom setting (as though you are applying for a teaching job). This is the same as the resume you will need to submit for the credential application.

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the Applicant Help Center for more information.

+ Add an Experience

I Am Not Adding Any Experiences

- The 'Program Materials' section, has two tabs, one labeled as "Home" which is information you will need to read. The second tab will be labeled as either "Documents" or "Questions", in this tab you will need to confirm your educational goals with this application.
  - If you are applying to complete prerequisites, select that option.
  - If you have already completed prerequisites and are ready to begin the credential program, select 'Teaching Credential Only'.

- Once all four squares are green, you will be able to click the "Submit Application" tab at the top. It will most likely have a red notification circle next to it to show the application is ready to submit.

- You will need to pay for the application at this point. There is not a coupon code.

Submit Application

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

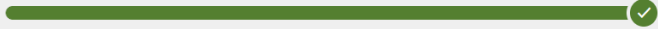| APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)		
1	$70.00		Submit All

Sort By: Deadline

Chico Credential
Credential: Conditionally Classified ⓘ   Term: Fall
Deadline 07/01/2023

[Submit]

- Once you have paid for your application, you will be able to hit submit and then, you are all done!

Congratulations on your application submission!