There are two applications for Chico State’s credential program, one for graduate school and one to the actual credential application. For the grad school or Cal state apply application you will need to apply as conditionally classified credential candidate. When you complete the credential application, that is where you will select the credential program you are applying for (single subject, multiple subject, education specialist, etc.).

Go to https://www2.calstate.edu/apply

Scroll to about midway on the home page of Cal State Apply and select from the drop down menu “select a term to apply for”.

Select “Create an Account”. You can use your Chico State email address to create an account. If you do not yet have one, then you can use any email for this account.

You will receive an email confirmation of account created with a Cal State Apply ID. This ID number is helpful if you need to contact Customer Service or Graduate Studies.
- Select “Second Bachelor’s Degree and Beyond” and only select “Teaching and Service Credential Only” under degree goal when creating your account. (Only if you are applying for CLASS you will also select Graduate)

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, Libraria, 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.

2. Returning

   - Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?
     - Yes
     - No

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

   - What was your Student ID?
     - [blank]
• Once you have created your account, you will be asked to select a program. You will be selecting “Conditionally Classified Credential” under Chico Credential. (Only if you are applying for CLASS you will select “Educ: CLASS” under Chico Graduate)

![CHICO CREDENTIAL]

- Conditionally Classified Credential

![CHICO EXTENSION]

- CHICO GRADUATE

- Educ: CLASS / SS dual MA Credential

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

**Review Your Program Selections**

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

![Application Summary]

- Applications Ready for Submission: 0
- Total Fees: $70.00

Sort By: Deadline

**Continue To My 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.

• The GPA section, if you are unaware of your total credit hours, you may type 0.

• In the Standardized Tests section, you can select “I am not adding any standardized scores”
The Supporting Information section has a section called Experiences, which 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.
• The program materials section, has two tabs, one called “home” which is information you will need to read. The second tab “documents” or “questions” is what you will need to fill out to check off this section.

For more information on the CLASS Program and additional application instructions visit our [website].

**Program Details**

<table>
<thead>
<tr>
<th>Academic Year: 2021</th>
<th>Deadline: February 15, 2021</th>
<th>Delivery Format: Face to Face</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Level: Graduate</td>
<td>Start Term: Fall</td>
<td>Campus Name: California State University - Chico</td>
</tr>
</tbody>
</table>
• 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 coupon code.

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!