Cal State Apply (Conditionally Classified Credential)

- 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.
  o 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)
     - 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”.

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.
• 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.
  o If you are applying to complete prerequisites, select that option.
  o 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.

• 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!