1. Go to https://www2.calstate.edu/apply, click on “Teaching Credential”
2. Click on “Apply Now”
3. If you have already created an account on the Cal State Apply website, enter your username and password and click “Sign In”. If you have not yet created an account, click “Create an Account”.
   
a. Note that if you previously had an account on CSU Mentor (the university’s previous application system), your CSU Mentor username and password will NOT work for the Cal State Apply system. You will need to create a new account in Cal State Apply.
4. After creating an account, you will be directed to Complete your Profile. Select “Graduate, including Credential and Certificate Programs” in the Education section. In the drop down box that appears after selecting the degree level, select “Teaching Credential, including CalState Teach”.
5. After completing the profile questions, click “Start Application”. If a “Program Plans” box pops up, select “Fall 2018” from the drop down menu as your start term:

![Program Plans Drop Down Menu]

6. Select “CSU Fullerton” in the Campus Name drop down menu to make it easier to find the SNSC program.

![Campus Name Drop Down Menu]
7. The SNSC program is the eighth one on the list: Services Credential – School Nurse. Select that program. Then scroll up and click “I am Done, Review my Selections”

8. On the next screen, verify you selected the School Nurse Services Credential and click “Continue to My 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.
**Quadrant 1: Personal Information**

Please complete all sections in this Quadrant.

**Credentials Section:**

This section is geared towards applicants to the teaching credential programs at CSU. Although none of the questions and requirements in this section apply to SNS applicants, the system will not let you submit the application without completing this section. Use the information below to guide you in completing this section.

- **Teacher or Other Education Credential Information for Credential Applicants**
  - Select “No”

- **Credential Program**
  - How did you hear about the credential program: select how you first heard about the SNSC program
  - Memorandum of Understanding: check the box for the Memorandum of Understanding Acknowledgement

- **Internship Interest**:
  - Select “no” for each answer and check the acknowledgement box. You are NOT required to upload an Intern Application form as the application states.
Note that you do not complete an internship for the SNSC program. You will complete a preceptored practicum experience in the last semester of the program. For additional details about this, refer to the School of Nursing website.

- **Credential Academic Preparation:**
  - Select the first credential you currently hold: select “Other”
  - Select the current status of your first credential: select “Partial or Preliminary”

- **Subject Matter Competency:**
  - This is NOT required for SNSC applicants however the application will not let you proceed unless you check the acknowledgement box in this section so you should check the box.

- **California Subject Examinations for Teacher (CSET) Test 1:**
  - Select “No”

- **Basic Skills Requirement**
  - This is NOT required for SNSC applicants however the application will not let you proceed unless you complete the section. You can select anything from the drop down menu and check the acknowledgement box.

- **Tuberculosis Clearance**
  - This is NOT required for SNSC applicants however the application will not let you proceed unless you check the acknowledgement box in this section so you should check the box.

- **Certificate of Clearance**
  - This is NOT required for SNSC applicants however the application will not let you proceed unless you check the acknowledgement box in this section so you should check the box.
  - Select “No” for the remaining questions in this section.

- **Early (Pre-Program) Field Experience**
  - This is NOT required for SNSC applicants however the application will not let you proceed unless you check the acknowledgement box in this section so you should check the box.

- **Personal Narrative**
  - Type “Personal Statement Submitted to Department” in the box. In the Program Materials section of this application you will be required to upload your personal statement.
Quadrant 2: Academic History

**Colleges Attended:** Please add all colleges you attended. Include all colleges where you completed one course or more.

**Transcript Entry:** You are not required to enter individual coursework into the application. You may select “I am not adding any college transcripts” in this section. Submission of official transcripts to the School of Nursing is required.

**GPA Entries:** Please enter the GPA information for each institution attended as it appears on the transcript from the institution. If you are unable to locate the GPA on your transcript or are unsure which GPA to use, estimates are okay. The information will be verified upon receipt of your official transcripts.

**Standardized Tests:** The School of Nursing does not require any standardized tests. However, regardless of citizenship, all applicants whose native language is not English must submit proof of English proficiency with an acceptable score on the TOEFL, IELTS or PTE. This is a university requirement. Please visit the CSU Fullerton Admissions website for score requirements. If you are not required to submit an English language test, select “I am not adding any standardized tests”.

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**Colleges Attended**

**Transcript Entry**

**GPA Entries**

**Standardized Tests**
**Quadrant 3: Supporting Information**

**Experiences:** Please add all School Nurse employment positions you have held including your current position. You do not need to include supervisor information.

**Documents:** You are not required to submit any of the documents listed in this section. You may select “I Am Not Adding Any Documents”. Please see the Program Materials section of the application for a complete list of School of Nursing required application documents.
Quadrant 4: Program Materials

After clicking on Program Materials in the application dashboard, click on “Services Credential – School Nurse”.

On the next page, you will see a series of tabs below the picture:

You will need to complete the requirements in each tab.

Documents Tab

Read the instructions on the tab to learn which supporting documents you will need to upload for your concentration. Follow the steps in the application to upload each required document.

Evaluations Tab

This is the recommendation portion of the application. You are required to provide names and email addresses for 3 recommenders (evaluators). Refer to the School of Nursing website (view the Application Process page for your concentration of interest) for guidance about who you should select to complete your recommendations.
Click “Add Evaluation” to add the needed information for each of the three recommenders:

Name and Email: Enter your recommender’s First and Last Name and email address. Double check that you enter the email address correctly.

Due Date: You will not be able to submit your application until all three recommendations are submitted. Keep this in mind when selecting a “Due Date” to give your recommenders. Allow your recommenders several weeks to complete the recommendation but leave enough time prior to the priority application deadline for you to be able to submit your complete application on time.

Personal Message/Notes: When you first click on the “Evaluations” tab, there is a statement on that page that you MUST copy and paste into the Personal Message/Notes box. If you do not include that exact statement as included in the application in this personal message/notes section, your recommenders will not be able to access the required recommendation form. You can add additional text in the personal message section if you would like.

Each of your recommenders will receive an automatic email from Cal State Apply giving them the opportunity to accept or decline the request for a recommendation. If they decline the request, you will be notified so you
can enter a different recommender. If they accept the request, they will be directed through the process of downloading the recommendation form, completing it and uploading it to the Cal State Apply system.

After entering your recommenders, you will have the option of editing their information and/or deleting them as recommenders using the pencil and trash can on the right. You will also be able to see the status of the evaluation and when you submitted the recommender’s information into the system (submitted date):

Once your recommender has completed the recommendation, the status will show a completed date and you will no longer be able to edit or delete the recommender/recommendation. You also will not be able to view the actual recommendation.

Questions Tab

Please answer all questions asked in this area as directed.
Submitting the Application

Once you have completed all four sections of the application, click on “Submit Application” on the application dashboard:

You will be instructed to submit online payment of the $55 dollar application fee (or complete the fee waiver application process) when you submit the application. The application fee is non-refundable once your application is submitted.

Official Transcript Requirement:

After completing the online application, applicants must submit one set of official transcripts from EVERY college/university attended to the School of Nursing via mail. After confirming submission, the School of Nursing will provide the transcripts to the University Admissions Department. You do not need to submit official transcripts to the university separately. All official, sealed transcripts must be submitted in ONE packet/envelope to the School of Nursing at:

CSUF School of Nursing
800 N State College Blvd, EC 190
Fullerton, CA 92831
Attn: School Nursing