California State University, Sacramento
Teaching Credential Programs
Admissions Guide
Admission Requirements

TEACHING FOR CHANGE

Teaching Credentials Department
Eureka Hall, Room 401
6000 J Street, Sacramento, CA 95819-6079
(916) 278-5399 or (916) 278-5942

Website:
www.csus.edu/coe

Semester Hours:
Monday – Friday 8:00 am – 12:00 pm & 1:00 – 5:00 pm

Summer Hours:
Monday – Friday 7:30 am – 12:00 pm & 12:30 – 4:00 pm
TEACHING CREDENTIAL PROGRAMS

TYPES OF TEACHING CREDENTIALS
Sacramento State offers three (3) preliminary Teaching Credential Programs: Multiple Subject (elementary), Single Subject (secondary), and Education Specialist (special education). The English Learner Authorization (ELA) and education technology requirements are embedded in all programs. A Bilingual Authorization (in Spanish or Hmong) is an option, with additional courses/field experiences completed. Multiple Subject/Single Subject credential programs begin in Fall semesters only. The Education Specialist credential programs begin both Fall and Spring* semesters (*spring semester program starts are conditional, pending enough qualified applicants).

ADMISSION REQUIREMENTS AT A GLANCE

- Experiences Related to Working with Children or Youth
- References (2)
- Professional Goal Essay
- Transcripts from every college/university attended
- Writing Proficiency
- Basic Skills Competence (i.e., CBEST)
- Subject Matter Competence (i.e., CSET)
- Issuance of a Certificate of Clearance (with fingerprint clearance)
- Grade Point Average (GPA) of at least 2.67 overall
- Complete Credential Pre-requisite Courses: EDUC 170, EDUC 100A/100B, HLSC 136, and KINS 172 (MS only)
- Mandatory Interview

APPLICATIONS REQUIRED AT A GLANCE

- Teaching Credentials Supplemental Program Application
- CSU Graduate School Application (www.csumentor.edu)
- Certificate of Clearance Application (and fingerprint clearance through CTC)
ADMISSION REQUIREMENTS

1. Experiences Related to Working with Children or Youth (paid and/or volunteer)
A minimum of 45 hours of experience (much more if you want to be competitive) is required to be considered for program admission. Possible field experiences can include: classroom instructional aide, tutoring, afterschool program, Peace Corps, camp counseling, child/youth recreation programs, coaching, group-home counseling, church school teaching, etc. Your responses will be evaluated using the following criteria:
   a. **Recency**: Experience needs to be recent – at least within 1-2 years of the application period. You can list all experiences gained on the supplemental application, but recency is key.
   b. **Settings**: Majority of your experiences should be in appropriate settings/schools (ideally public schools) with culturally, linguistically, and socioeconomically diverse students of the age group (i.e., elementary school, high school, etc.) or population (i.e., special needs population) you plan to teach. You will list all this information on the supplemental application.
   c. **Supervision**: Has the verifiable experience been gained under supervision? If so, you will need to list names of your supervisors on the supplemental application.

2. References
Applicants submit two reference forms (included in the supplemental application). Letters of recommendation will not be accepted in lieu of reference forms. Only reference forms submitted in sealed envelopes will be accepted. It is recommended that one of the references be from a person who has observed the applicant’s academic competence and the other reference from a person who has observed the applicant working with children or youth. Submit the reference forms with your supplemental department application. **NOTE**: References from family members will not be accepted.

3. Professional Goal Essay
Discuss a critical, current issue in teaching/education and the relationship of this issue to your motivation to become a teacher in a typed, two-page, double-spaced essay.

4. Transcripts
Applicants must provide transcripts with both the supplemental program application and University graduate school application:
   1) **Graduate School** - submit ONE official, sealed transcript from every community college/college/university attended (continuing Sacramento State students are exempt); **AND**
   2) **Supplemental program application** - ONE official transcript from every non-CSUS college/university attended **AND**
      Sacramento State students need to also submit one complete, unofficial CSUS transcript.

5. Writing Proficiency
Satisfying writing proficiency is a program entrance requirement. This requirement may be met in one of the following ways:
   1. Pass the CBEST (must pass the writing portion with a minimum of 37 points); or
   2. Pass the CSET: Writing Skills Test (*Multiple Subject applicants only*); or
   3. Meet the graduation writing requirement at any CSU campus; or
   4. Successfully complete an upper-division advanced English composition course, with a “B” grade or better.

6. Basic Skills Requirement (BSR). Select one of the following options to meet this requirement. For detailed information on each of the options visit [http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf)
   1. Pass the California Basic Educational Skills Test (CBEST) – all sections must be taken and passed
   2. Pass the CSU Early Assessment Program (EAP) English and Math sections (tests completed in high school)
   3. Pass the CSU English Placement Test (EPT) and the Entry Level Math (ELM) Test ([www.csus.edu/testing](http://www.csus.edu/testing))
   4. Pass the Multiple Subject CSET: Writing Skills Test (available to Multiple Subject applicants only)
   5. Pass a basic skills examination from another state

Register online at: [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com). **Take exams no later than February if applying for a fall program or no later than September if applying for a spring program.**
7. Subject Matter Competence (SMC). Applicants are required to meet SMC:

(A) Special Education: Applicants holding one of the following types of credentials, may have met the subject matter competency requirement: five-year preliminary, clear, professional clear, or life credential in the following authorizations: Multiple Subject, Single Subject, Standard Elementary, Standard Secondary, General Elementary, or General Secondary. If you have met SMC, you may skip this section. Applicants who do not hold one of the types of credentials listed above can meet SMC through one of the following options: (B) Multiple Subject option or (C) Single Subject option (see requirements below).

(B) Multiple Subject: All applicants must satisfy SMC by passing the California Subject Examinations for Teachers (CSET): Multiple Subjects subtests I, II, and III. NOTE: CSET passing scores on all three (3) subtests are required for admission consideration to the credential program. Register online at: www.ctcexams.nesinc.com.

(C) Single Subject: Applicants may satisfy SMC in ONE of two ways, either (1) by examination or (2) by coursework (Sac State students *see subject matter program [SMP] advisor list in Table 1 below).

1. Examination(s)
   Take and pass the California Subject Examinations for Teachers (CSET) in your subject area. Be sure to take all required subtests in your teaching area. See table below for appropriate examinations for your subject. NOTE: CSET passing scores on all subtests are required for admission consideration. Register online at: www.ctcexams.nesinc.com. **Take exams no later than February if applying for a fall program or no later than September if applying for a spring program.

Table 1: Single Subject Teaching Areas, SMP Advisors, and Exam Options
NOTE: Sac State students completing/already completed a subject matter program need to inquire at the appropriate department office or check with appropriate advisor regarding what to bring to your appointment. Availability of advisors may be limited during the summer and winter breaks.

<table>
<thead>
<tr>
<th>Department (Teaching Areas)</th>
<th>Dept. Office</th>
<th>Phone 278-</th>
<th>SMP Faculty Advisors</th>
<th>Email: @csus.edu</th>
<th>Phone 278-</th>
<th>CSET Exam Option</th>
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<tbody>
<tr>
<td>Art</td>
<td>KDM 189</td>
<td>6166</td>
<td>Catherine Turrill</td>
<td>Turrillc</td>
<td>7515</td>
<td>I &amp; II</td>
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<tr>
<td>English</td>
<td>CLV 104</td>
<td>6586</td>
<td>Susan Fanetti</td>
<td>sfanetti</td>
<td>5734</td>
<td>I, II, III &amp; IV</td>
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<tr>
<td>Kinesiology/Physical Education</td>
<td>SLN 3002</td>
<td>6441</td>
<td>Julie Kuehl-Kitchen</td>
<td>jkitchen</td>
<td>4022</td>
<td>I, II &amp; III</td>
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<td>Joan Neide</td>
<td>neide</td>
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<td>Craig Tacla</td>
<td>tacla</td>
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<td>Maureen Smith</td>
<td>smithmm</td>
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<td>Mathematics</td>
<td>BRH 141</td>
<td>6534</td>
<td>Judith Ng</td>
<td>ng</td>
<td>7115</td>
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<td>Gary Shannon</td>
<td>shannong</td>
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<td>Kimberly Elce</td>
<td>kelce</td>
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<td>Math-Foundational</td>
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<td>I &amp; II</td>
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<tr>
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<td>5155</td>
<td>Sue Metz</td>
<td>Smetz</td>
<td>6439</td>
<td>I, II &amp; III</td>
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<td></td>
<td>Clay Redfield</td>
<td>Redfield</td>
<td>7571</td>
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2. Coursework:

Complete a California Commission-approved undergraduate academic subject matter preparation (SMP) program from an accredited California college/university.

a. Sacramento State offers ten (10) California Commission-approved subject matter preparation programs (see Table 1 above). Course work units vary by department. Applicants (Sacramento State and other CSU grads only) who wish to have their transcripts evaluated against one of the approved programs should contact the faculty advisor listed in Table 1 above, as soon as possible.

   OR

b. Non-Sacramento State applicants completing an approved SMP at a California campus other than Sacramento State should submit verification of completion of the SMP on the letterhead stationary of your college/university. A California Commission on Teacher Credentialing (CCTC) approved signatory from your college must sign the verification letter. Contact your college’s credentials office for the name of the person who has been approved to sign-off on Subject Matter Programs at your college.

8. Grade Point Average (GPA) Required

In order to be considered for admission to a Teaching Credential Program, applicants must have attained a cumulative GPA of at least 2.67 in all baccalaureate and post-baccalaureate course work (if completed) OR a GPA of at least 2.75 in the last 60 semester or 90 quarter units attempted.

9. Pre-requisite Credential Courses – to be completed prior to starting the Multiple or Single Subject programs:

- EDUC 170 – Bilingual Education – Introduction to Educating English Learners (3 units)
- EDUC 100A/100B – Educating Students with Disabilities/Fieldwork (2/1 units)
- HLSC 136 – School Health Education (2 units)
- KINS 172 (for MS only) – Movement Education (Elementary PE Methods) (3 units)

10. Interview
All applicants must participate in a one-hour group interview as part of the screening process. After the supplemental program application is submitted, applicants are notified by email of the interview process.

APPLICATIONS REQUIRED

1. CSU Graduate School Application: Applicants not currently attending Sacramento State, Sacramento State graduating seniors, and Sacramento State students completing a master’s degree or second bachelor’s degree MUST apply for admission to graduate school through the Office of Graduate Studies (OGS) by completing and submitting the CSU application on-line at: www.csumentor.edu. There is a non-refundable application fee of $55.00. Also, applicants who did not graduate from CSUS must also submit one (1) set of sealed, official transcripts (from all community colleges/colleges/universities attended) directly to the OGS located in the River Front Center 215. If you have questions about the University graduate school application process, please contact the OGS at (916) 278-6470. **NOTE:** Transcripts from applicants with degrees from outside of the United States must review the information/instructions at the following website: http://www.csus.edu/gradstudies/FutureStudents/ApplicantsWithForeignDocuments/index.html.

2. Teaching Credential Program Supplemental Application: All applicants must submit an application that includes a list of experiences related to teaching, a professional goal essay, two completed & sealed reference forms, writing proficiency verification, subject matter competency verification, basic skills requirement verification (CBEST or other approved verification), and another set of official transcripts. The supplemental program application is available on the College of Education website: www.csus.edu/coe during application periods. The supplemental application for programs that start in a Fall semester are available October through February and will be due in mid- to late February. The supplemental application for programs that start in a Spring semester are available July through September and will be due in mid-September.

3. Certificate of Clearance (COC/Fingerprint Clearance): ALL applicants must submit verification of having been issued a clearance by the CA Commission on Teacher Credentialing (CTC) before they will be allowed to officially start the credential program.
   - Applicants who have already been issued a clearance/permit/credential must submit a printout from the CTC website (www.ctc.ca.gov) showing the issuance date of a valid CA 30-day emergency permit, a valid CA Child Development Associate/Center permit, a valid CA credential, or a valid Certificate of Clearance.
   - Applicants who have NOT been issued a clearance/permit/credential must apply for the Certificate of Clearance on the CTC website as well as complete the Live Scan fingerprinting process. **Tips for completing the online application and Live Scan process can be found at:** http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf. Proof of applying for the clearance and completing the Live Scan process MUST be submitted with the supplemental credential program application packet. Include as proof the following: a copy of the ‘Payment Receipt’ page from the on-line COC application AND a copy of your completed and scanned Live Scan form.

**Once your clearance is issued, you will receive an email from the CTC. Print this email and submit it with your supplemental program application packet. Or, if the email is received after you have submitted your application, submit the email directly to the Teaching Credentials Department in Eureka Hall - 401.

EXCEPTION – it is not necessary to apply for the Certificate of Clearance if you can verify you hold a valid California certificate or credential such as an emergency permit for substitute teaching, Pre-intern certificate, PPS credential, Child Development Associate or Supervisor Permit, Adult Vocational Education credential OR if you are applying for a Special Education credential program, verify a valid Multiple or Single Subject credential.

**NOTE:** If you answered “YES” to any of the Personal and Professional Fitness questions on the Certificate of Clearance application, you will need to obtain the official arrest record and court paperwork regarding each incident. Refer to the CTC website for the instructions, forms, and where to submit all additional paperwork: http://www.ctc.ca.gov/educator-discipline/self-reporting.html. If you have arrests and/or convictions on your record, once you submit the additional paperwork/documentation to the CTC, the processing of your clearance application can take six months or longer. This
means you \textbf{may not be eligible} to start the credential program if your clearance is not issued before the program begins. If you have any questions, contact the CTC directly at \texttt{credentials@ctc.ca.gov}.

\section*{ADDITIONAL INFORMATION}

\subsection*{Verification of Bachelor’s Degree (BA or BS)}
ALL applicants must obtain a bachelor’s degree from a regionally accredited college/university in order to be eligible for a credential. Proof can be obtained through official transcripts and listed as “Degree(s) Awarded” with the date the degree was awarded. To find out if your college/university is regionally accredited by one of the accrediting agencies approved by the California Commission on Teacher Credentialing (CCTC), go to: \url{http://www.ctc.ca.gov/credentials/accreditation-bodies.html}.

\subsection*{Foreign Transcript Evaluation}
Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying for a teaching credential program. For additional information on foreign transcript evaluations please go to: \url{www.ctc.ca.gov/credentials/leaflets/cl635.pdf}. *The bachelor’s degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program.

\subsection*{Verification of completing the United States Constitution Requirement}
California Education Code, Section 44335, requires all candidates for Multiple Subject, Single Subject, and Education Specialist credentials to demonstrate knowledge of the United States Constitution by completing a college-level course with a “C” grade or better, or pass a college-level examination in the subject. While this is not a program admission requirement, this requirement must be completed before the credential can be granted. Most CSU graduates have met this requirement.

\subsection*{Fees}
\begin{itemize}
  \item CSU Graduate School Application (via CSUmentor) .............................................................. $55.00
  \item Certificate of Clearance Application & Live Scan service (approximately) .......................... $52.50 & $50-70
  \item Tuition/fees per semester: more than 6 units (approximately) ............................................ $4,000.00
\end{itemize}
\textit{For more information on fees, fee installment plan, financial aid, etc. refer to the Sac State website: \url{www.csus.edu}.}

\subsection*{Program Information Sessions}
Attend a Teaching Credential Program information session, \url{http://www.csus.edu/coe/apply/recruitment.html}. Or, view the information session video, \url{http://www.csus.edu/coe/apply/credentials.html}. 

\subsection*{For more information on fees, fee installment plan, financial aid, etc. refer to the Sac State website: \url{www.csus.edu}.}