**Frequently Asked Questions**

Teacher Credentialing Programs, Bilingual Authorization,

CSU Apply and Supplemental Application

1. ***I still need the pre-requisite courses but I have graduated (or have never***

***attended Sac State). Do I need to take the pre-reqs at Sac State?***

No, some classes are offered at the local community college or other universities. Also, if you are currently attending another university, you can check if classes there meet the required classes: [List of Approved Pre-Requisite Courses](https://www.csus.edu/college/education/teaching-credentials/_internal/_documents/approved-prerequisite-courses2.pdf)

1. ***The application is due February, and I have not completed the pre-reqs (or***

***the CBEST, or the required field work hours, or CSET). Will that make me ineligible to apply?***

Indicate in the supplemental application **when** you will take the pre reqs (that spring or latest summer). They **do** need to be completed before the program begins but you do not need to have everything completed when you submit your application. Do the same for CBEST and/or CSET. You may continue to complete your hours through the summer, before you start the program.

1. ***What is a Bilingual Authorization in Hmong or Spanish?***

It may be added to any of your credentials: special ed, single or multiple subjects allowing you to teach your credentialed subject area in English and Spanish or English and Hmong. Thus, allowing you to teach in dual-language/bilingual programs. There aren’t programs at the secondary level- but if there is a need at your school site and with administrative support, it is something you can develop at the high school level and teach a class in either Hmong or Spanish.

1. ***What are other benefits of a Bilingual Authorization?***
2. Use and further develop [your own and students’] bilingualism, biliteracy, and cultural funds of knowledge;
3. Promote student achievement at academically high standards across the core curriculum; and,
4. Encourage our credential and graduate students to use languages and language varieties other than English across university and classroom settings.
5. ***I am not certain I am bilingual/biliterate and proficient in Hmong and/or***

***Spanish language. Should I still pursue a Bilingual Authorization?***

You should be able to read, write and speak the language to earn a Bilingual authorization. Schedule an advising appointment with Karina Figueroa-Ramirez for further details before making a final decision.

1. ***Are there separate requirements for the Bilingual Authorization? Do I need to have these all complete before starting the program?***

Yes, there are separate requirements. CSET Hmong II or CSET Spanish III. 60 hours of field work within the target population. Three units of race/ethnicity within the target language. If your goal is to earn your Bilingual Authorization along with your teaching credential simultaneously, then your goal should be to complete all requirements 1.) before starting the credentialing program in August or 2.) by the time you complete the credentialing program. If you do not complete all requirements upon completing the program, you are able to later add the Bilingual Authorization.

1. ***Do I need CSET? How do I know if I am waived from CSET?***

Sac State offers the following subject matter waiver programs. This means that if you completed one of these programs, you are waived/do not need CSET. Or, check with your institution if you earned your bachelor’s elsewhere.

[Sacramento State Subject Matter Programs](https://www.csus.edu/college/education/teaching-credentials/_internal/_documents/subject-matter-advisor-list.pdf)

If you are not a Sac State student, you should speak to an advisor.

1. ***When should I take CBEST and/or CSET?***

The sooner, the better. CBEST is a basic skills test. We typically recommend students begin taking CBEST after completing their GE. CSET, depends but certainly the year before graduating. Most students work hard on studying and preparing for CSET during the summers.

1. ***What if I don’t pass CBEST or CSET my first attempt. Can I take CBEST and CSET more than once?***

Yes. But-- you will need to pay each attempt.

1. ***Is there financial assistance to help me pay for CBEST, CSET, the CSU Apply Application fee and fingerprinting fees?***

Yes. If you are bilingual and pursuing a Bilingual Authorization in Hmong or Spanish, financial aid recipient and first generation, or pursuing a math or science credential, see Karina Figueroa-Ramirez, Ed Equity Coordinator, for details. For now, save all your receipts. Wait to register/pay for any exam before an advising appointment.

1. ***I am not sure I have the preparation for CBEST or CSET. What kind of support is***

***available?***

Reach out to either Karina Figueroa Ramirez at [figueroaramirez@csus.edu](mailto:figueroaramirez@csus.edu) or the Ed Equity Peer Mentors for an appt. [edeq@csus.edu](mailto:edeq@csus.edu) Ask for a Test Preparation Guide, assistance on creating an action plan, study materials (books and supplementary items)and other strategies to prepare.

1. ***My GPA is below the required 2.67 cumulative or 2.75 in the last 60 units. What are my options?***

Depends. When meeting with an advisor, we can help calculate your GPA and then create an action plan moving forward taking into account (potentially) the pre-reqs if you still need them. Those may boost your GPA by earning A’s. You are especially competitive if you are a bilingual, special ed, math or science candidate so certainly do see an advisor to learn your options.

1. ***How do I verify my hours/field work? Do I need a letter or signature?***

By completing and submitting your field work/experience, as required on the supplemental application, you are confirming all information is official and accurate.

1. ***Do I need letters of recommendation for the teacher credentialing program***

***application?***

No. You will need two references: one academic/faculty member and one professional/work supervisor to complete a reference form on your behalf. What you submit to us is: their name and email. Ensure you ask them ahead of time so they have ample time to submit before the application deadline. \*Tip- you should still request up to 3 letters of recommendation and have on file for future scholarship and employment opportunities.

1. ***I have been out of school for over 5 years, I don’t think I have a professor that***

***can complete a reference form for me.***

No worries, you can then choose two professional references who can vouch for your experience working with students or who best know your work performance.

1. ***Which do I do first, Certificate of Clearance, or live scan?***

We recommend completing the certificate of clearance application first, so that you have an account ready and can check the status of the live scan.

1. ***Do I need to upload the Certificate of Clearance?***

You will upload the receipt of the payment for the certificate of clearance, unless you already have the certificate, you can upload it instead. Submit the official Certificate of Clearance to Eureka 401 or Kya Webb upon receiving it from the Commission on Teacher Credentialing.

1. ***Where can I find the live scan form?***

Section H of the Supplemental Application. It can be found on the College of Education website.

1. ***For the TB Test, where can I get tested?***

If you are a Sac State student, you can do it for free at the Well, you will need to make an appointment before. CVS and Walgreens can also do it, but price varies. Or your primary doctor as well.

1. ***Where can I get fingerprinted? I already got fingerprinted at the school district I currently work at. Will that be alright?***

If you have already been fingerprinted, you should verify it is an approved location. Otherwise, use this list to schedule your appointment: [List of CTC Approved Fingerprinting Locations](https://oag.ca.gov/fingerprints/locations)