General Admissions Guide

Teaching Credential Programs

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 required. All programs begin in FALL semesters only.

ADMISSION REQUIREMENTS AT A GLANCE – (DETAILS ON THE FOLLOWING PAGES)

• Experiences Related to Working with Children or Youth

• References (2)

• Professional Goal Essay

• Official Transcripts from every college/university attended

• Writing Proficiency

• Basic Skills Competence (i.e., pass the CBEST)

• Subject Matter Competence (i.e., pass the 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)

• Complete the 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 – GENERAL INFORMATION ONLY

**During application cycles, please refer to the supplemental program applications/instructions at:**
http://www.csus.edu/coe/apply/credentials.html

1. Experiences Related to Working with Children or Youth (paid and/or volunteer)
   A minimum of 45 hours of experience (closer to 100+ hours 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 the diversity of your experiences 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 (current or former instructor) and the other reference from a person who has observed the applicant working with children or youth.
   **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 **official, sealed transcripts** from every community college/college/university attended, even if only ONE class was completed. **Sacramento State students and Sacramento State graduates are exempt, unless coursework was completed at another college after you graduated.**

5. Writing Proficiency
   Satisfying writing proficiency is a program admission requirement. This requirement may be met in one of the following ways:
   1. Pass the entire 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 (GWAR) 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). Satisfying the basic skills requirement is a program admission requirement. Select one of the following options to meet this requirement. For detailed information visit 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)
   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. **Take exams no later than February for FALL admission consideration.**
7. **Subject Matter Competence (SMC).** Applicants are required to meet SMC to be considered for admission:

(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) CSET for Multiple Subjects 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. **Take exams no later than February for FALL admission consideration.** Register for tests online at: [www.ctcexams.nesinc.com](http://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. **Take exams no later than February for FALL admission consideration.** Register for tests online at: [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com).

### Table 1: Single Subject Teaching Areas, SMP Advisors, and Exam Options

<table>
<thead>
<tr>
<th>Department</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>Amber Ward</td>
<td>amber.ward</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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<td>Home Economics</td>
<td>MRP 3000</td>
<td>6393</td>
<td>Patricia Peck</td>
<td>ppeck</td>
<td>7536</td>
<td>I, II, &amp; III</td>
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<td>Kinesiology</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>Craig Tacla</td>
<td>ctacla</td>
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<td>Maureen Smith</td>
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<td>Michael Wright</td>
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<td>Lindy Valdez</td>
<td>valdezL</td>
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<td>Mathematics</td>
<td>BRH 141</td>
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<td>shannong</td>
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<td>Kim Elce (spring)</td>
<td>kelce</td>
<td>6435</td>
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<td>Elaine Kasimatis*</td>
<td>kasimatis</td>
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<td>Math-Foundational</td>
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<td>Clay Redfield</td>
<td>redfield</td>
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Students can meet the Subject Matter Competency requirement in the following subject areas by completing the required subject matter program (teaching major) or by passing the subject-specific CSET exam.
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 credential 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)
     o *if admitted, an equivalent PE workshop can be completed during the MS credential program

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

APPLICATIONS REQUIRED

1. **CSU Graduate School Application for the University:** 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. CSUmentor opens on October 1st every year for the following fall semester.
   - **Transcripts:** Applicants who did not graduate from CSUS must submit one (1) set of sealed, official transcripts from ALL community colleges/colleges/universities attended, even if only ONE class was completed. If you have questions about the University graduate school application process, please contact the OGS at (916) 278-6470.
   - **Foreign degrees:** 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. NOTE: Foreign transcripts and other supporting documents are usually due much earlier than University and department application deadlines.

2. **Teaching Credential Program Supplemental Application for the Department:** All applicants must submit a supplemental program application packet that includes: a list of experiences related to teaching/working with children/youth, a professional goal essay, two completed & sealed reference forms, writing proficiency verification, subject matter competency verification, and basic skills requirement verification (CBEST or other approved verification). Beginning in OCTOBER every year, the supplemental program applications with instructions/current requirements are available on the College of Education website: http://www.csus.edu/coe/apply/credentials.html. Credential programs only begin in FALL semesters. Complete supplemental applications and all supporting documents must be submitted to the Department by February. The exact submission deadline date is posted once applications are available on the website.

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.ctca.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.ctca.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 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 credentials@ctc.ca.gov.

**ADDITIONAL INFORMATION**

**Verification of Bachelor’s Degree**
ALL applicants must obtain a bachelor’s degree from a regionally accredited college/university in the United States 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: http://www.ctc.ca.gov/credentials/accreditation-bodies.html.

**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: www.ctc.ca.gov/credentials/leaflets/cl635.pdf. The WES agency is one of the agencies on the list approved to evaluate degree/transcripts. IF you choose WES to evaluate your transcripts, their evaluation is also accepted by the Sacramento State Office of Graduate Studies. **The bachelor’s degree requirement for California credentials refers to the equivalent of a four-year (or more) college-level program.

**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” or equivalent grade or better, or pass a college-level examination in the subject, or verify AP exam credit for American History or American Government/Politics. While this is not a program admission requirement, this requirement must be completed before the credential can be granted at the end of the credential program. Most CSU graduates have met this requirement.

**Fees** (All fees are subject to change without notice.)
- CSU Graduate School Application (via CSUmentor) ......................................................... $55.00
- Certificate of Clearance Application & Live Scan service (approximately) ........................................... $52.50 & $50-70
- Tuition/fees per semester: more than 6 units (approximately) ......................................................... $4,000.00

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

**Program Information Sessions**