SACRAMENTO STATE

Application Instructions for the Teacher Preparation Program

INSTRUCTIONS: Applying for the Master of Arts in Teaching with Extensive Support Needs Teaching Credential

Please READ all instructions carefully and thoroughly BEFORE completing the *FALL 2023* application at Calstate.edu/apply. Applicants must submit ALL of the documents described below by the deadline date to be considered for admission to the MAT with Extensive Support Needs Teaching Credential program. NOTE: Applicants will be contacted for a MANDATORY interview by program faculty after submission of the application so please check all email addresses (and junk mail).

Application Process:

If you will have **completed** your bachelor's degree **prior to** beginning the program in Fall 2023, you must submit ALL required documents in the University Graduate School application at Calstate.edu/apply by the deadline listed below.

For **Sacramento State students ONLY**: if you will NOT have completed your bachelor's degree prior to beginning the program in Fall 2023, then you CANNOT apply through Cal State Apply and must contact an advisor instead: email Ashley Ciraulo-Stuart.

Overview of Requirements

A. Field Experience Requirement
B. Subject Matter Competency
C. Basic Skills Requirement
D. Proof that you have completed/are completing the Pre-requisites
E. Graduate Writing Sample: Professional Essay
F. Certificate of Clearance (Security Background Check)
G. Two References
H. Questions Tab
I. Official Transcripts
J. Tuberculois Clearance - TB test results (Optional)
K. Bilingual Authorization (Optional)
L. Unofficial Transcripts (Optional)

When submitting documents to Cal State Apply, you may be required to combine multiple documents into one before uploading.

Final Application Deadline:
March 1, 2023

Application Instructions

A. **FIELD EXPERIENCE REQUIREMENT: EXPERIENCES RELATED TO WORKING WITH CHILDREN OR YOUTH:** A minimum of 45 hours' experience with the age group you plan to teach is required. **Highly recommend (volunteer or paid) experiences in diverse K-12 public school classrooms with the age group you plan to teach.** Other experiences could include: tutoring, fieldwork with children/youth for college classes (e.g., EDUC 100A/B, EDUC 170, CHDV 35F, etc.), Peace Corps, camp counseling, recreation programs, coaching, church school teaching, etc.

Responses will be evaluated using the following criteria:
- Recency: How recently has your experience been gained?
- Settings: Has the experience been gained in diverse public school classrooms and/or a variety of other settings with culturally, linguistically, and socio-economically diverse populations?
- Target age group: What proportion of the experience targets the relevant age group?
- Supervision: Has the verifiable experience been gained under supervision?

SUBMISSION: Complete the Field Experience Template linked here, save and upload it in Cal State Apply in Quadrant IV (you do not need to submit experiences in Quadrant III). Use the column format (in the template) to list experiences. Include school site/setting, age group/student population/diversity, activities/responsibilities, and supervisor's/teacher's name. Indicate if the hours were done virtually.

B. **SUPPLEMENTAL MATERIALS: SUBJECT MATTER COMPETENCY (SMC) REQUIREMENT:**
Applicants may meet SMC through one, or a combination of, the following five options**:**

Option #1: CSET Exam Pass the Multiple Subjects CSET exam or a Single Subject CSET exam (for those planning to teach in a high school). **UPLOAD** CSET score report and/or evidence of having scheduled the exam.

Option #2: Subject Matter Waiver Program*: Complete a CTC-approved Multiple Subject - Subject Matter Program (SMP) at an accredited California college or university. Verification of SMP completion is described below. **UPLOAD** Subject Matter Waiver Form.

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*SMP Coursework Options

- **The Sacramento State Subject Matter Program (SMP):** Students completing a SMP must meet with an Approved Advisor as soon as possible in order to complete the Subject Matter Verification Form. Upload your Verification Form in Cal State Apply Quadrant IV.

- **Non-Sacramento State applicants** completing an approved SMP on a California campus other than Sacramento State must submit verification of completion of the SMP on letterhead of your school, signed by the approved evaluator. Check with your College's Teaching Credential office for the approved evaluator/advisor. Upload your verification form in Cal State Apply Quadrant IV.

If using CSET to meet any part of the SMC requirement, if possible, CSET exam subtests should be taken by FEBRUARY 2023
MS CSET: registration, test information, and score report dates

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Option #3: Degree Major Complete a degree in Liberal Studies (includes Liberal Studies degrees that are not approved Subject Matter Programs), OR complete a degree in the SAME field you want to serve as your

primary teaching area (e.g. English). For more information, please see [this CTC information](). CTC regulations are changing. We must certify that your degree meets this requirement so you are required to complete the survey that is described below. **UPLOAD** email or attachments as described below.

Option #4: Coursework Evaluation: An evaluator will evaluate your transcripts based on the responses you provide in the survey linked below. **UPLOAD** email or attachments as described below.

Option #5: Combination of exam and coursework: An evaluator will evaluate your transcripts and CSET score reports based on the responses you provide in the survey linked below. **UPLOAD** email or attachments as described below.

If you are using Options #3, #4, or #5 above, you must complete the Qualtrics survey linked here. Your survey evaluation will be emailed to you. Upload the email or any attachments from the email to Cal State Apply to verify how you will meet the SMC requirement. We cannot evaluate your file for admissions until AFTER you complete this step.

C. **BASIC SKILLS REQUIREMENT (BSR).**
   If you already have evidence from any of the first three options below, please upload the evidence in Cal State Apply.

   1. Pass the [California Basic Educational Skills Test]() (CBEST) (**upload score report**)
   2. Pass the [CSET: Multiple Subjects]() Exam Plus [CSET:Writing Skills Test]() (**upload score report**)
   3. Basic Skills Requirement Verification Form signed by an Advisor (**upload signed verification form**)

   If you cannot upload evidence for any of the options listed above, then you must complete the [Qualtrics survey at this link]() for an advisor to evaluate your transcripts and score reports based on the responses you provide in the survey. A BSR Verification Form will be linked in an email from CSU Sacramento with the subject line "Signed Basic Skills Verification Form." Click on the link in order to download the signed form and then upload it in Quad IV. If your application is due and you don't yet have a signed BSR Verification Form, then upload the survey confirmation email, so that we know you have at least completed the BSR survey.

   When you complete the [Qualtrics survey](), you will be asked to indicate how you think you meet each of the three requirements - the mathematics, reading, and writing requirements – through any combination of options listed below.

   1. **Basic Skills Requirement: Mathematics (upload evidence for ONE of the options listed below)**
      a. GE Area B4 course (Mathematical Concepts and Quantitative Reasoning) with grade of B- or better OR any university-level course in algebra, geometry, mathematics, quantitative reasoning, or statistics with B- or better (upload unofficial transcript as evidence, highlighting the course that meets this requirement)
      b. Pass the CBEST math subtest with a score of 41 or better (upload score report)
      c. Score at least 550 (before March 2016) or 570 (after March 2016) on SAT Mathematics Examination (upload score report)
      d. Score of 23 or higher on ACT Mathematics Examination (upload score report)
      e. Score of 3 or higher on AP Calculus AB or BC, or AP Statistics exam (upload score report)
      f. Pass the CSU Early Assessment Program (mathematics section) with a score of "College Ready" or "Exempt" (upload score report)
      g. Pass the CSU Entry Level Mathematics (ELM) Placement Examination with a score of 50 or above (upload score report)
      h. Pass a Basic Skills examination in another state (upload score report)

   2. **Basic Skills Requirement: Reading (upload evidence for ONE of the options below)**
      a. GE Area A3 course (Critical Thinking) with grade of B- or better (upload unofficial transcript as evidence, highlighting the course that meets this requirement)

b. A course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis with grade of B- or better (upload unofficial transcript as evidence, highlighting the course that meets this requirement)
c. Pass the CBEST reading subtest with a score of 41 or better (upload score report)
d. Score at least 500 on SAT Critical Reading (or Verbal) Examination (before March 2016) or 560 (after March 2016) on SAT Evidence-Based Reading and Writing (upload score report)
e. Score of 22 or higher on ACT English Examination (upload score report)
f. Score of 3 or higher on AP English Language and Composition or AP English Literature and Composition examination (upload score report)
g. Pass the CSU Early Assessment Program (English section) with a score of "College Ready" or "Exempt" (upload score report)
h. Pass the CSU English Placement Test (EPT) with a score of 151 or above (upload score report)
i. Pass a Basic Skills examination in another state (upload score report)

3. **Basic Skills Requirement: Writing (upload evidence for ONE of the options below)**
a. Composition course with grade of B- or better (upload unofficial transcript as evidence, highlighting the course that meets this requirement)
b. Upper division Writing Intensive course, with grade of B- or better (upload unofficial transcript as evidence, highlighting the course that meets this requirement)
c. Pass the CBEST writing subtest with a score of 41 or better (upload score report)
d. Score at least 500 on SAT Critical Reading (or Verbal) Examination (before March 2016) or 560 (after March 2016) on SAT Evidence-Based Reading and Writing (upload score report)
e. Score of 22 or higher on ACT English Examination (upload score report)
f. Score of 3 or higher on AP English Language and Composition or AP English Literature and Composition examination (upload score report)
g. Pass the CSU Early Assessment Program (English section) with a score of "College Ready" or "Exempt"
h. Pass the CSU English Placement Test (EPT) with a score of 151 or above
i. Pass a Basic Skills examination in another state (upload score report)

Detailed Information on options for meeting the Basic Skills Requirement

> **If using CBEST to meet the any part of the BSR, if possible, CBEST exam subtests should be taken by FEBRUARY 2023**
> **CBEST: registration, test information, and score report dates**

D. **OTHER: PRE-REQUISITE CREDENTIAL COURSES**: See the Credential Pre-Requisite Verification Form linked here.
Pre-requisite credential courses must be completed prior to starting the program. If the pre-requisite courses are not completed by the end of the spring semester prior to beginning in the fall, summer school will be required.
- EDUC 170
- EDUC 100A/B

List of Approved Pre-Requisite Course Equivalencies

If you believe you have completed equivalent pre-requisite coursework that is NOT listed at the link above, you must submit the Course Equivalency Request for Teaching Credential Pre-requisite Courses form and full course syllabi for review – include description of readings, assignments, student outcomes, etc.

SUBMISSION: Complete the attached Credential Pre-Requisite Verification Form linked here and upload it in Cal State Apply Quadrant IV.

E. **ESSAY:** The Teaching Credentials Branch mission statement is: *The Teaching Credentials Branch prepares socially just teachers and teacher leaders to be agents of change, committed to equity and inclusion in culturally and linguistically diverse schools and communities.*

Essay Prompt: Upload a two-page, double-spaced word-processed essay in which you discuss a current, critical issue in teaching/education in Title I schools and communities with children and adolescents with disabilities, English Learners, and ethnic diversity and the relationship of this issue to your motivation to become a socially just educator and/or provider.

SUBMISSION: Upload essay as described above.

F. **CERTIFICATE OF CLEARANCE (COC)**: ALL applicants must submit verification of having been **issued** a valid clearance by the CA Commission on Teacher Credentialing (CTC) **before they will be allowed to officially start** the credential program (this is a state law).
   - *Applicants who have already been issued* a clearance/permit/credential must submit a printout from the CTC website 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 previously been issued* a CTC Certificate of Clearance must complete the TWO STEP PROCESS of having fingerprints taken AND applying for the Certificate of Clearance. Submit proof of BOTH STEPS as part of the applicaton process. Combine both into one file.

       o   Fill out the CTC-specific Form 41-LS and get fingerprinted (click this link to learn where and how to get fingerprinted). Submit a copy of the completed Live Scan fingerprinting form, AND
       o   Apply online for the Certificate of Clearance; select Educator Login to begin. Submit a copy of the 'Payment Receipt' page from the on-line COC application.

   - Please click here for DETAILED Certificate of Clearance Instructions, including samples of the documentation that is required in this application.

SUBMISSION: Upload verification as described above.

If applying for the COC, please note: If you have **any felony or misdemeanor convictions**, refer to the CTC website at www.ctc.ca.gov and click on the blue "**Educator Misconduct**" tab at the very top of the page, and then scroll down to the link for Self-Reported Misconduct – Applications. Review the information for "Applicant Disclosure – Online Applications." Complete and submit the "DPP Document Submission Form," along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. **The processing of your clearance application WILL BE DELAYED (possibly six months or longer) while it is being reviewed by the CTC and you cannot begin a credential program until the COC is issued.**

G. **REFERENCE FORMS (CONFIDENTIAL):** In a later section of the online application, you will be asked to submit email contact information for two references. If possible, one reference should be from a person who has observed you working with the age group you intend to teach. If possible, the other reference should be from an instructor (current or former) or someone who can attest to your academic competence. We realize it is not always possible to obtain references from these exact categories of individuals. These should be professional references rather than personal ones. No references from relatives will be accepted.

H. **QUESTIONS TAB**: You will be prompted to answer two questions. One asks you to identify which Special Education program you are applying to. The second question asks if you are interested in pursuing the Bilingual Authorization (see K below).

I. **OFFICIAL TRANSCRIPTS:** One set of official transcripts from all colleges and universities attended, *other than Sacramento State*; official electronic transcripts sent directly from colleges/universities to gradtranscripts@csus.edu or official hard copy transcripts sent <u>directly from</u> colleges/universities to:

> Office of Graduate Studies
> California State University, Sacramento
> Riverfront Center, Room 215, MS 6112
> 6000 J Street
> Sacramento, CA 95819

All official transcripts must be submitted in order to be considered for admission.

J. **TUBERCULOSIS (TB) TEST:** ALL applicants must submit verification of having been **issued** evidence of TB clearance either by skin test within the past 12 months or chest x-ray within the past 36 months prior to beginning the program. Continuing Sac State students can use the campus Health Center, if open. Note: Results must be current within two years of entering student teaching.

SUBMISSION: Upload verification as described above.

K. **OPTIONAL Other: Bilingual Authorization in Spanish or Hmong**

Complete the <mark>Bilingual Authorization Template</mark> and upload it to Cal State Apply Quadrant IV.

Candidates with oral and written fluency as well as cultural/historical knowledge of the target group can complete additional requirements to add the Bilingual Authorization in either Hmong or Spanish to a preliminary credential (this highly valued authorization allows the holder to teach content in either Hmong or Spanish):

Required courses, experiences, and exams

EDUC 172 - Introduction to Hmong Literacy (Hmong Candidates)
Or
EDUC 175A or B - Pedagogy and Academic Language Skills in Spanish for Bilingual Educators (Spanish Candidates)

Other Bilingual Authorization Requirements:
• Six units of Ethnic Studies/cultural diversity courses on the target language group
• 60 hours of experience with the target language population
• Passage of the CSET Language Examination Test (Spanish or Hmong)
  • CSET Spanish, subtest III
  • CSET Hmong, subtest II

If you are interested in pursuing the Bilingual Authorization, please contact the College of Education Equity Coordinator, Karina Figueroa-Ramirez for an appointment at figueroaramirez@csus.edu.

SUBMISSION: Complete the <mark>Bilingual Authorization Template</mark> and upload it in Cal State Apply Quadrant IV.

L. **OPTIONAL: Unofficial Transcripts**

While unofficial transcripts are not required for admission, uploading them supports Credentials Staff in determining GPA and other course-taking requirements.

SUBMISSION: Upload all unofficial transcripts from every college or university.