



Application Instructions for the Teacher Preparation Program

INSTRUCTIONS: Applying for the Master of Arts in Teaching with Single Subject Teaching Credential

Please **READ** all instructions carefully and thoroughly **BEFORE** completing the **FALL 2024** application at Calstate.edu/apply. Applicants must submit ALL of the documents described below by the deadline to be considered for admission to the MAT with Single Subject 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) regularly.

Application Process:

If you will have **completed** your bachelor's degree **prior to** beginning the program in Fall 2024, you must submit ALL required documents in the University Graduate School application at Calstate.edu/apply by the deadline listed below.

If you are a Sac State student **and will NOT have completed your bachelor's degree prior to beginning the program in Fall 2024**, then you **CANNOT** apply through Cal State Apply and must contact an advisor instead: email [Ashley Ciraulo-Stuart](mailto: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. Unofficial Transcripts
- H. Two References
- I. Questions Tab
- J. Tuberculosis Clearance - TB test results (Optional)
- K. Bilingual Authorization (Optional)

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

Final Application Deadline:

FEBRUARY 1, 2024

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. ****Highly recommend 45 hours (volunteer or paid) experience 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. DO include any virtual experiences obtained during Covid.

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 must verify you have met Subject Matter Competency through one of the following options:

1. **CSET Exam** Pass the [Single Subject CSET exam](#) in your content area. **UPLOAD** CSET score report and/or evidence of having scheduled the exam.
2. **Subject Matter Waiver Program***: Complete a CTC-approved Single Subject - Subject Matter Program (SMP) at an accredited California college or university. Verification of SMP completion is described below. **UPLOAD** Advisor approved Subject Matter Waiver Form.
 - **The Sacramento State Single Subject Subject Matter Program (SMP):** Students completing a SS 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.
3. **Degree Major** Complete a degree in the SAME field you want to teach. For more information, please see the [approved CTC majors](#). Complete [SUBJECT MATTER COMPETENCY EVALUATION REQUEST FORM](#) **UPLOAD** Advisor approval email.

If you cannot upload evidence of any of the options listed above, you must complete the [SUBJECT MATTER COMPETENCY EVALUATION REQUEST FORM](#) for an advisor to evaluate your transcripts based on the responses you provide in the survey. A SMC Verification Form will be linked in an email from CSU Sacramento with the subject line "Signed Subject Matter 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 SMC Verification Form, then upload the survey confirmation email, so that we know you have at least completed the SMC survey. Once you receive the evaluation results, forward the results to coe-cred@csus.edu.

SUBMISSION: Upload verification as described above.

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

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 [BASIC SKILLS COURSE EVALUATION REQUEST FORM](#) 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. Once you receive the evaluation results, forward the results to coe-cred@csus.edu.

When you complete the [BASIC SKILLS COURSE EVALUATION REQUEST FORM](#), you will be asked to indicate how you think you meet each of the three requirements, mathematics, reading, and writing requirements. Review the [Options for meeting the Basic Skills Requirement](#) document to assist in filling out the request form.

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. [ACADEMIC RECORD: PRE-REQUISITE CREDENTIAL COURSES](#): Complete the [Credential Pre-Requisite Verification Form](#). 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
- PUBH 136 (formerly HLSC 136)

[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 [Credential Pre-Requisite Verification Form](#) 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.

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- 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 and expiration 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 application process. Combine both into one file.
 - 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**
 - [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.**

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- G. **UNOFFICIAL TRANSCRIPTS:** Please download and combine unofficial transcripts from all colleges and universities attended. Include transcripts from ALL community colleges attended and colleges where credit was earned as a high school student.

SUBMISSION: Submit **one set** of ALL unofficial transcripts.

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- H. **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.

- I. **QUESTIONS TAB:** You will be prompted to answer three questions.
1. Choose the content area you intend to teach. If you are interested in teaching more than one content area, choose the one that will be your primary content area. You will receive information during the program about how to add another content area.
 2. Indicate whether you are interested in pursuing a Bilingual Authorization (see K below). You must be fluent in either Spanish or Hmong.
 3. Are you interested in the [Career Pathways Certificate Program?](#) This Certificate prepares the holder to teach in California's high schools that have [Linked Learning](#) pathways. Furthermore, if you have one or more years of prior work experience in an industry listed on the website, you may *also* be eligible for an additional [Designated Subjects Career Technical Education](#) credential and this would be an excellent pathway for you. Please read the information at the links before selecting your level of interest in the Career Pathways Certificate Program.
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- J. **OPTIONAL TUBERCULOSIS 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 [Bilingual Authorization Template](#) 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 [Bilingual Authorization Template](#) and upload it in Cal State Apply Quadrant IV.
