

**College of Education**  
Teaching Credentials  
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**SACRAMENTO STATE**

# Application Instructions: Single Subject Teaching Credential

## ***INSTRUCTIONS: Applying for the Single Subject Teaching Credential Program***

**Please Read** all instructions carefully and thoroughly BEFORE completing the application via [Cal State Apply](#). Applicants must submit ALL of the documents described below by the deadline to be considered for admission to the Single Subject Teaching Credential program. NOTE: Applicants will be contacted for a MANDATORY interview after the application has closed; please check your email (and junk mail) regularly.

### ***Application Process:***

#### ***Questions:***

See below for additional information.

#### ***Documents:***

- A. Field Experience
- B. Supplemental Materials
- C. Academic Record
- D. Essay
- E. Certificate of Clearance
- F. Unofficial Transcripts
- G. *Optional: Bilingual Authorization*

#### ***Recommendations:***

Submit two references: one from a person who has observed the applicant's academic competence (current or former instructor) and the other from a person who has observed the applicant working with children or youth.

**NOTE:** References from family members will not be accepted.

***Application Deadline:***

***FEBRUARY 1, 2025***

# Questions

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## **Pathway Options**

You will be what your program emphasis is.

- Art
  - English
  - Home Economics
  - Mathematics
  - Physical Education
  - Life Science (Biology)
  - Physics
  - Theatre
  - French
  - Spanish
  - Dance
  - Health Science
  - Foundational Level Mathematics
  - Music
  - Foundational Level General Science
  - Chemistry
  - Social Science
  - ASL
  - German
  - Geo Science
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## **Native Language**

What is your native language?

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## **Other Language Fluency**

If you are fluent in any other language, please indicate.

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## **Bilingual Authorization**

Are you interested in pursuing a bilingual authorization in Spanish or Hmong? If you answer yes on Cal State Apply, you will need to complete section G of the Documents tab.

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## **Career Pathways**

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.

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## Documents

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### 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, CHAD 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 the *Program Materials* Quadrant in Cal State Apply. 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.

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### 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. **Degree Major** Complete a degree in the SAME field you want to serve as your primary teaching area (e.g. English). For more information, please see the [approved CTC majors](#). On the Subject Matter Competency Evaluation Request Form, select "I think my degree will meet subject matter requirements."
3. **Course Work Evaluation** Complete a course work evaluation showing you have appropriate coursework to satisfy Subject Matter Competency domains in your content area. On the Subject Matter Competency Evaluation Request Form, select "I would like an evaluator to review my coursework."

For options 2 or 3, you must complete the [SUBJECT MATTER COMPETENCY EVALUATION REQUEST FORM](#) for an advisor to evaluate your subject matter competency. Once an advisor reviews your subject matter evaluation request form, an email will be sent to you with your results. Download your results and upload it in Cal State Apply.

**SUBMISSION:** Upload verification as described above.

If you are using CSET to meet any part of the SMC requirement,  
CSET exam subtests should be taken by the **end of February**.  
[MS CSET: registration, test information, and score report dates](#)

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**C. ACADEMIC RECORD - PRE-REQUISITE CREDENTIAL COURSES:**

Complete the [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
- 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 attached [Pre-Requisite Verification Form linked here](#) and upload it in Cal State Apply.

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**D. 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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**E. 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 copy of the document 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](http://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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F. **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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G. **OPTIONAL OTHER: Bilingual Authorization in Spanish or Hmong**

Do you speak, read and write Spanish or Hmong? If so, you can earn a bilingual authorization and teach in bilingual programs!

The Bilingual Authorization can be added to the Single Subject, Multiple Subject or Education Specialist Credentials and requires”

**3 Unit Course on the Culture of Emphasis**

There are a variety of courses at Sac State and other institutions that could count for this. Make an appointment with Dr. Figueroa-Ramirez ([figueroaramirez@csus.edu](mailto:figueroaramirez@csus.edu)) to review your transcripts.

**Bilingual Methods Course:**

EDUC 175 (Spanish) OR EDUC 172 (Hmong) – Can be completed before or during the credential program.

**A Language Assessment:**

This will be conducted in EDUC 175 or EDUC 172.

**20 Hours of Observation in bilingual programs and field experience or teaching in the target language.**

**SUBMISSION:** Complete the [Bilingual Authorization Template](#) and upload it in *Program Materials-Documents* section of Cal State Apply.

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## *Recommendations*

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### **REFERENCE FORMS (CONFIDENTIAL):**

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.**

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