



# SACRAMENTO STATE

## Teacher Preparation & Credentials Detailed Application Instructions

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Sacramento State offers an Education Specialist, a Single Subject, and a Multiple Subject Credential program. These programs include the SB 2042 standards and embed the English Learner Authorization (ELA) and Educational Technology requirements. To apply to one of the following credential programs applicants must meet specific requirements. This set of instructions explains every option available to meet these requirements. Please note that there may be more than one way to fulfill the different requirements, and you must decide which of the options you will use. For each of the required items you will be asked to provide verification that you have met, or will meet these requirements by the dates indicated.

### *Required Items List*

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- A. Verification you applied to the University through CSUMentor.edu
- B. Teacher Preparation Program Application
- C. Verification you have met/are meeting Subject Matter Competency
- D. Verification you have met/are meeting Basic Skills Requirements
- E. Verification you have met/are meeting Writing Proficiency
- F. List of experiences related to working with children or youth
- G. Professional Goals Essay
- H. Two Reference Forms on the required forms
- I. One set of Transcripts from every college attended
- J. Certificate of Clearance from the Commission on Teacher Credentialing

Submit your completed application with all supporting documents to  
Eureka Hall 216 on or BEFORE the published deadline.

	Fall Semester	Spring Semester
Multiple Subject	1 <sup>st</sup> Monday in March	1 <sup>st</sup> Monday in October
Single Subject	1 <sup>st</sup> Tuesday in March	1 <sup>st</sup> Tuesday in October
Special Education	1 <sup>st</sup> Tuesday in March	1 <sup>st</sup> Tuesday in October

## Credential Programs

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The Education Specialist Credentials offered at Sacramento State are the Mild-Moderate and Moderate-Severe Disabilities Specialist Credentials, Level I and Level II, and the Early Childhood Special Education Credential (ECSE), Level I and Level II. For specific information about these credentials, please contact the Special Education Department Office at (916) 278-6622.

A Single Subject Credential (middle/high school) authorizes the teacher to teach a specific subject (math, social science, etc.) in a departmentalized classroom. An example is students go to their respective classes in different departments rather than being taught all subjects in one self-contained classroom. Single subjects are taught primarily at the secondary level (middle and high schools), but some subjects may be taught by a Single Subject teacher at the elementary level, i.e., art, music, and physical education. A Single Subject Bilingual Cross-cultural Language and Academic Development (BCLAD) Emphasis option is available through the Bilingual Multicultural Education Department (BMED). Please contact BMED at (916) 278-5942 for specific program information.

A Multiple Subject Credential (elementary school) authorizes the teacher to teach in a self-contained classroom, pre-school through adult. An example is the elementary school classroom, in which the same teacher teaches a variety of subjects to the same group of students. A Bilingual Cross-cultural Language and Academic Development (BCLAD) Emphasis can be added to the Multiple Subject Credential. This emphasis option is available through the Bilingual Multicultural Education Department (BMED). Please contact BMED at (916) 278-5942 for specific program/coursework information.

Note: Students in ALL programs must be available during public school hours for student teaching.

## Application Instructions

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- A. **CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION:** Applicants not currently attending Sacramento State, Sacramento State graduating seniors, and students completing a second bachelor's degree must complete and submit the CSU application for graduate school admission online at: [www.csumentor.edu](http://www.csumentor.edu). There is a \$55.00 non-refundable application fee for the online university application. **IMPORTANT:** On the first page of the online graduate school admission application, you will be asked to select your "Major/Program Objective." You must select "EDUCATION (Credential Only)" when prompted. Once you have submitted the graduate school application online, print the page that reads, "CSU Sacramento Graduate Application Agreement Statement" and include it with your Teacher Preparation Program (TPP) application.

After submitting your online graduate school admission application and fee, applicants must immediately send one (1) set of official transcripts (sealed) from all junior colleges, colleges, and universities attended, directly to the Office of Graduate Studies, River Front Center 206, (916) 278-6470. **NOTE:** If you graduated/are graduating from Sacramento State, you do not need to submit additional transcripts to Graduate Studies. Applicants submitting foreign transcripts must contact the Office of Graduate Studies for additional instructions on submitting their official foreign transcripts.

- B. **TEACHER PREPARATION PROGRAM APPLICATION:** All applicants must submit a written 'Application for Teacher Preparation Program,' including a list of experiences related to teaching, a professional goal essay, two completed sealed reference forms, proof of subject matter competency, basic skills verification, writing proficiency verification, and official transcripts. Applications are due in Eureka Hall 216 no later than 4:00 p.m. on the deadline date. Incomplete applications will NOT be accepted.

- C. **SUBJECT MATTER COMPETENCY REQUIREMENT:** Submit verification of having met subject matter competency. Different options are available depending on which credential program you are applying for.

**Special Education:** Subject Matter Competency (SMC) is required of all applicants, with the exception of those applying for the Early Childhood Special Education (ECSE). Applicants may meet SMC through one of the following options:

1. Mild-Moderate/Moderate-Severe Disabilities Specialist (*applicant holds Basic Credential*) may satisfy SMC by submitting a photocopy of their Five-year preliminary, Clear, Professional clear, or Life Credentials, in one of the following authorizations:
  - Multiple Subject, Single Subject, Standard Elementary, Standard Secondary, General Elementary, or General Secondary
2. Mild-Moderate/Moderate-Severe Disabilities Specialist and Multiple Subject Credential applicants must pass the CSET: Multiple Subject Exam, subtests I, II, and III. Admission decisions cannot be made until test results have been received. Mild-Moderate/Moderate-Severe Disabilities Specialist (no Basic Credential held) applicants may satisfy SMC in one of the following ways:
  - CSET Exam: Pass all appropriate subject matter exams according to your credential type. Admission decisions cannot be made until test results have been received.
  - Coursework\*: Complete a commission approved Subject Matter Program (SMP) at an accredited California college. Verification of completion must be signed by the authorized person in the education department of the college with the approved program. See Coursework Option box below.

**Single Subject:** Applicants may choose to complete the Subject Matter Competency requirement by taking the CSET exam or completing a Subject Matter Program (coursework):

1. **CSET Exam:** Pass all appropriate subject matter exams according to your credential type. Admission decisions cannot be made until test results have been received. .
2. **Coursework\*:** Complete a commission approved Subject Matter Program (SMP) at an accredited California college. Verification of completion must be signed by the authorized person in the education department of the college with the approved program. See Coursework Option box below.

**Multiple Subject:** Applicants must pass the CSET: Multiple Subject Exam, subtests I, II, and III. (ALL three subtests must be taken). Admission decisions cannot be made until test results have been received.

CSET exams must be taken no later than March for fall semester applicants, or September for spring semester applicants. For additional CSET registration information visit [www.cset.nesinc.com](http://www.cset.nesinc.com)

**\*Coursework Options:**

- **The Sacramento State SMP** is a California approved baccalaureate program that prepares individuals for teaching. Sacramento State has 13 approved SMP majors. Coursework units vary by department. Applicants who wish to have their transcripts evaluated against one of the Sacramento State programs should contact the appropriate faculty advisor as soon as possible; complete the enclosed Subject Matter Competence Verification Form and submit it with your application. See Table 1 for a listing of faculty advisors.
- **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 stationery of your school, signed by the approved evaluator, instead of using the enclosed Subject Matter Competence Verification Form. Check with your College's Credential office for the approved evaluator.

**TABLE 1: Sacramento State Subject Matter Program (SMP) Advisors**

A fee may be charged for transcript assessments. Inquire at the appropriate department office. Be sure to take along a complete set of transcripts from all your college/university coursework.

Department (Teaching Areas)	Dept. Room	Phone 278-	SMP Advisors	Email @csus.edu	Phone 278-	CSET Exam Option
Art*	KDM 185	6137	Anna Wagner-Ott	awagner-ott	6443	I & II
English	CLV 104	6586	Susan Fanetti Angus Dunstan	sfanetti angusd	5734 5269	I, II, III & IV
Foreign Languages: * Spanish French German	MRP 2051	6333	Kathy Moore (Spanish, French & German) Kevin Elstob (French only)	kcmoore kelstob	6513 6565	I, II & III I, II & III I, II & III
Health Science	NA	NA	NA	NA	NA	I, II & III
Home Economics *	MRP 3000	6393	Dianne Hyson	dhyson	7320	I, II & III
Kinesiology * Physical Education  Adapted PE	SLN 3002	6441	Julie Kuehl-Kitchen Joan Neide Craig Tacla Scott Modell	jkitchen neidej ctacla modell	4022 5383 5034 5041	I, II & III
Mathematics	BRH 141	6534	Judith Ng Gary Shannon Edward Shea	ng shannong sheac	7115 6228 7075	I, II & III; Or Foundational Level: I & II
Music*	CPS 107	5155	Jack Foote Sue Metz	jfoote smetz	6468 6439	I, II & III
Sciences: Biology (Life Sci)	SQU 207	6535	Melanie Loo Adam Rechs	mwloo rechs	6573 6244	I, II & III
Chemistry	SQU 506	6684	Roy Dixon Jeff Paradis	rdixon jparadis	6893 6987	I, II & III
Geosciences Physics	NA SQU 230	NA 6518	NA Vera Margoniner	NA vera.margoniner	NA 6268	I, II & III I, II & III (Specialized III & IV or MS)
Social Science History Emphasis	LSN 2008 TAH 3080	6207 6206	Tim Fong Chloe Burke Michael Vann	tfong01 burkec mikevann	6207 5631 6428	I, II & III

\* These departments may require a specialized interview for certification of competency in that subject.

D. **BASIC SKILLS REQUIREMENT (BSR):** Select one of the following options to meet this requirement. For detailed information on each of the options visit [www.cbest.nesinc.com/CA15\\_whats\\_new.asp](http://www.cbest.nesinc.com/CA15_whats_new.asp)

1. Pass the California Basic Educational Skills Test (CBEST)\*\*
2. Pass the CSU Early Assessment Program (EAP)\*\* English and Math sections (only available to high school students)
3. Pass the CSU English Placement Test (EPT)\*\* and the Entry Level Math (ELM)\*\* [www.csus.edu](http://www.csus.edu)
4. Pass the Multiple Subject CSET: Writing Skills Test\*\* (only available to Multiple Subject applicants)
5. Pass a basic skills examination from another state\*\*

**\*\*These exams must be taken no later than April for fall semester applicants, or October for spring semester applicants.**

E. **WRITING PROFICIENCY:** May be met by one of the following options:

1. Pass the CBEST
2. Pass the Multiple Subject CSET: Writing Skills Test
3. Meet the graduation writing requirement at any CSU campus (submit a copy of your letter)
4. Successfully complete an upper-division advanced English composition course

- F. **EXPERIENCES RELATED TO WORKING WITH CHILDREN OR YOUTH:** Experience is an admission requirement. Using the column format on the application, type a separate list of your experiences beginning with the most recent. Do not include this information in your Professional Goal Essay. Include items such as school site, setting, age group, activities, responsibilities, were you supervised, student population, and diversity level. Possible experiences include: tutoring, paid or volunteer instructional aid, Peace Corps, camp counseling, recreation programs, coaching, group-home counseling, church school teaching, etc.

Responses will be evaluated using the following criteria:

1. Recency: How recently has your experience been gained?
2. Settings: Has the experience been gained in a variety of appropriate settings with culturally, linguistically, and socio-economically diverse populations of the age group you intend to teach?
3. Supervision: Has the verifiable experience been gained under supervision?

- G. **PROFESSIONAL GOAL ESSAY:** Discuss a current, critical 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.

- H. **REFERENCES (Confidential):** Submit TWO references (forms included in the application). Only references submitted in sealed envelopes will be accepted. One reference should be from a person who has observed you working with the age group you intend to teach; and one reference from an instructor (current or former) who can attest to your academic competence. BOTH references must be included when your application is submitted.

- I. **TRANSCRIPTS:** Submit the following transcripts with your Teacher Preparation Program application:

1. Sacramento State students (current and former) submit:
  - One complete Sacramento State transcript (opened officials are OK; or print an unofficial transcript from MySacState), AND
  - One official transcript from all other non-Sacramento State junior colleges, colleges, and universities you've attended or are currently attending.
2. Applicants who will be NEW students at Sacramento State: Submit one official transcript from every junior college, college, or university you attended, or are currently attending.

**NOTE:** For Sacramento State students only: Transcripts from other colleges you've attended that you submitted when you applied as an undergraduate are usually available, for a fee, as an "ALL Colleges/Records" request at the Admissions and Records counter in Lassen Hall. Please allow approximately two-three weeks for processing.

- J. **CERTIFICATE OF CLEARANCE (COC):** ALL applicants must submit verification of having applied for, or have been issued a clearance by the Commission on Teacher Credentialing (CTC). Applicants who have not been issued a clearance or permit must submit a copy of your completed 'Summary, Oath and Affidavit' and 'Confirmation of Payment' from the on-line application, and a copy of your completed Livescan form. If you have been issued a clearance or permit you must submit a printout from the CTC website showing issuance of a valid CA 30-day emergency permit, a valid Child Development Associate/Center permit, a valid CA credential (Adult Ed, Vocational Ed, etc.), or a valid Certificate of Clearance. Visit <http://edweb.csus.edu/tpac/apps/COCinstructions.pdf> for detailed instructions.

**Note:** A COC must be issued BEFORE an applicant can begin a credential program. If you have any felony or misdemeanor convictions, you will need to obtain the official arrest record and court paperwork regarding each incident. Refer to the CTC website for the necessary documentation at [www.ctc.ca.gov](http://www.ctc.ca.gov) and click on "Educator Discipline" then select "Applicants should use this form to explain any criminal convictions". This explanation form along with all arrest/court documents must be submitted to the CTC. If you have any convictions, the processing of your clearance application can take up to one year or longer by the CTC.

## *Additional Information & Requirements*

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**FOREIGN DEGREES:** Individuals who have completed college or University coursework 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 teacher preparation program. For additional information on foreign transcript evaluations, please visit the Commission on Teaching Credentials (CTC) website at: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**NOTE:** Applicants submitting foreign transcripts must contact the Office of Graduate Studies for additional instructions on submitting their official foreign transcripts.

**GRADE POINT AVERAGE (GPA):** The required GPA is 2.67 in all baccalaureate work (this can include post-baccalaureate course work as well) **OR** a GPA of at least 2.75 in the last 60 semester/90 quarter units attempted. Only a small percentage of exceptions are permitted for this requirement.

**INTERVIEW:** All applicants participate in a one-hour group interview. When the TPP application is submitted, applicants are notified of interview dates, times, and when to call to schedule an interview.

**FEE SUMMARY:** For more information on registration fees, fee payment options, financial aid, etc., refer to the Sacramento State website: [www.csus.edu](http://www.csus.edu)