

Teacher Preparation &  
Credentials  
Eureka Hall 216  
6000 J Street  
Sacramento, CA 95819-6079  
(916) 278-6403  
www.csus.edu/teach



SACRAMENTO STATE

# Application Instructions for the Teacher Preparation Program

**Please READ** the following information carefully and thoroughly **BEFORE** completing your application. Incomplete applications will not be accepted. Applicants **MUST** submit **ALL** the following documents by the deadline date to be considered for the credential program. Please note that there may be more than one way to fulfill the admission requirements.

## *Required Items List*

- 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 References 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 documents listed above to Eureka Hall 216 on or **BEFORE** the published deadline.

**Fall 2010**

**Application Deadline:**

**Monday, November 30, 2009, by 4:00 p.m.**

# 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, 6000 J Street, Sacramento, CA 95819-6112. **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 at (916) 278-6470 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 goals 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** - Applicants that currently hold a 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** –To satisfy SMC applicants must pass the CSET: Multiple Subject Exam, subtests I, II, and III. Admission decisions cannot be made until test results have been received.
3. **Mild-Moderate/Moderate-Severe Disabilities Specialist** – Applicants that do not currently hold a Basic Credential may satisfy SMC in one of the following ways:
  - **CSET Exam:** Pass the 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, either in art, foreign language, English, math, science, or social science. Verification of completion must be signed by the authorized person in the education department of the college with the approved program. See next page for Coursework Options box.

**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 Options 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 November 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 Subject Matter Program (SMP)** is a California approved baccalaureate program that prepares individuals for teaching. 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. For a listing of faculty advisors visit <http://edweb.csus.edu/tpac/assets/SMTable.pdf>.
- **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.

- 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 (available to high school students only)
  3. Pass the CSU English Placement Test (EPT)\*\* and the Entry Level Math (ELM)\*\* [www.csus.edu/testing](http://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\*\*

**\*\*These exams must be taken no later than December 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 (available to Multiple Subject applicants only)
  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 as a guide, 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:

- Recency: How recently has your experience been gained?
- 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?
- Supervision: Has the verifiable experience been gained under supervision?

- G. **PROFESSIONAL GOALS 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.

# Admission Application

Teacher Preparation & Credentials

Sacramento  
State

Fall 2010

Deadline: November 30, 2009 by 4:00 p.m.

Personal Information:				
<input type="checkbox"/> Mr.				
<input type="checkbox"/> Ms.				
Last name		First	M	Previous last name
Social Security #				
Current Address:	Street:	City:	State:	Zip:
	Street:	City:	State:	Zip:
Permanent Address:	Street:	City:	State:	Zip:
	Street:	City:	State:	Zip:
e-mail:		Primary phone #	Birth date: ____ / ____ / ____	
		Alternate phone #		
Class level at beginning of program: <input type="checkbox"/> Graduate <input type="checkbox"/> Senior. If senior, # of units needed to complete your degree?				
Bachelor's Degree major:			Date degree conferred or expected: mm/year ____ / ____	
Are you reapplying? <input type="checkbox"/> No <input type="checkbox"/> Yes, I last applied <input type="checkbox"/> Spring <input type="checkbox"/> Fall 20____				
Ethnicity (optional):		Disabled (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No		Language(s) spoken fluently:
Is English your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No, my native language is:				

Select and complete ONE of the following three (3) Credential Options:

<input type="checkbox"/>	1. Special Education – select one of the following program options	Select One:	with Multiple Subject	
			Yes	No
	Mild/Moderate Education Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate/Severe Education Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Early Childhood Education Specialist	<input type="checkbox"/>		
	Bay Area Mild/Moderate – Moderate/Severe Education Specialist	<input type="checkbox"/>		
<input type="checkbox"/>	2. Single Subject – select one of the following program options	Teaching Area (math, art, etc.)	Choices	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Bilingual Multicultural Education Department</b>				
	2-Semester program option (bilingual emphasis available)		<input type="checkbox"/>	
<b>Teacher Education Department</b>				
	2-semester program option		<input type="checkbox"/>	<input type="checkbox"/>
	3-semester program option		<input type="checkbox"/>	<input type="checkbox"/>
	PE Blended Program: Sacramento State continuing PE Blended students only		<input type="checkbox"/>	
<input type="checkbox"/>	3. Multiple Subject – select one of the following program options	Teaching Area (math, art, etc.)	Choices	
			1 <sup>st</sup>	2 <sup>nd</sup>
<b>Bilingual Multicultural Education Department</b>				
	2-semester program option (bilingual emphasis available)		<input type="checkbox"/>	<input type="checkbox"/>
	3-semester program option (bilingual emphasis available)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Education Department</b>				
	One-Year program option (Elk Grove District - begins in July)		<input type="checkbox"/>	<input type="checkbox"/>
	One-Year program option (Twin Rivers District - begins in July)		<input type="checkbox"/>	<input type="checkbox"/>
	2-semester program option (begins in early August)		<input type="checkbox"/>	<input type="checkbox"/>
	3-semester program option		<input type="checkbox"/>	<input type="checkbox"/>

**Subject Matter Competence (SMC) Verification. Indicate how you are satisfying SMC.**

Circle the subtests you are/have taken for your subject area.

- CSET: Circle subtests I, II, III, IV, passed
- CSET: Circle subtests I, II, III, IV, to be taken - Subject: \_\_\_\_\_ Exam Dates: \_\_\_\_\_
- Subject Matter Program (SMP) - *not available to Multiple Subject applicants*
- Hold a valid Multiple or Single Subject Credential - *option only available for Special Education*

**Basic Skills Requirement. Select one of the (5) options:**

- CBEST Date CBEST passed \_\_\_\_\_ CBEST Not passed, registered for the \_\_\_\_\_ exam.
- EAP EAP Score \_\_\_\_\_
- EPT/ELM EPT Score \_\_\_\_\_ & ELM Score \_\_\_\_\_
- Out of State Exam Date Out-of-State Exam was passed \_\_\_\_\_
- CSET Writing Skills Test Date CSET passed \_\_\_\_\_ CSET Not passed, registered for the \_\_\_\_\_ exam.  
*(CSET Writing Skills Test is only available for applicants taking the Multiple Subject CSET exam)*

**Writing Proficiency Verification Requirement**

I have/will fulfill this requirement by:

- Date CBEST passed \_\_\_\_\_ CBEST Not passed, registered for the \_\_\_\_\_ exam.
- Met the CSU graduation Writing Proficiency requirement, please provide a copy of the letter.
- Other: \_\_\_\_\_

**Academic Preparation:**

Are you currently attending Sacramento State? Yes  No

List below all institutions you are attending or have attended beyond high school, including Sacramento State, beginning with the most recent. If necessary, attach another page.

Name of Institution	Location (City/State)	From (mm/year)	To (mm/year)	# Units	Degree
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		

**Professional Goals Essay** TYPE a two-page, double-spaced essay in which you discuss a critical, current issue in teaching/education and the relationship of this issue to your motivation to become a teacher.

**Experiences related to working with children / youth**

Below is an example of the required format. Using the column format create your own table on a separate sheet of paper. TYPE A SEPARATE LIST OF YOUR EXPERIENCES, beginning with the most recent (do not include this listing in your Professional Goals Essay).

Inclusive Dates	Description & Location of Activity	Approximate Time and Commitment
<i>Example: July 1999 – December 1999</i>	<i>Example: School site, activities, age group, etc.</i>	<i>Example: 4 hours per week</i>

**Reference Forms** List names, positions, and phone numbers of your two references:

Name	Position	Phone Number

**Release of Information:**

"I authorize the release of information regarding my credential status to the following: Sacramento State College of Education faculty, staff, school districts, County Offices of Education, The Commission on Teacher Credentialing, and other colleges and universities. I certify under penalty of perjury that I have provided complete and accurate responses to the items on this application. I further certify, that all official documents submitted in support of this application are authentic and unaltered records that pertain to me."

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



**SUBJECT MATTER COMPETENCE VERIFICATION**

This form serves as verification of Subject Matter Program (SMP) completion or near completion, at Sacramento State or as a Sacramento State SMP equivalency. Submit with your Teacher Preparation Program Application. This form requires a signature from a Commission on Teacher Credentialing (CTC) approved advisor at Sacramento State.

	xxx / xx /
<b>Last Name</b>	<b>Social Security # (last 4 digits only)</b>
<b>First</b>	
<b>MI</b>	
<b>Subject Matter Area (teaching area)</b>	<b>Program Advisor</b>

**A. Applicant has completed a Sacramento State Subject Matter Program or equivalent.**

\_\_\_\_\_  
*Signature of Program Advisor* \_\_\_\_\_  
*Date*

**B. Applicants who are still completing a Sacramento State approved subject matter program or equivalent:** This certifies that the above named applicant will be eligible to begin the program in the \_\_\_\_\_ semester. When the program begins, the applicant will have three (3) or fewer semester units to complete or only one of the following exams to pass:  Spanish G-Exam - OR -  Traditional Grammar Exam

Listed below are the "in-progress" course(s) and/or the one (1) remaining requirement for completion Sac State SMP.

In Progress	To Take	To Take When	Course Number and Title	Units	Comments
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

\_\_\_\_\_  
*Signature of Program Advisor* \_\_\_\_\_  
*Date*

**C. Applicants who are completing requirements in Section B above:** "I understand that I must complete all the above requirements (course[s] or exam) before I can begin my Phase III student teaching assignment. If any changes are made to the above requirements, I understand that I must submit a revised SMCV form to the Teacher Preparation Office indicating the change(s) and including the signature of my program advisor."

\_\_\_\_\_  
*Signature of Applicant* \_\_\_\_\_  
*Date*  
 Please retain a copy of this form so you will know which requirements need to be satisfied.

**Applicants for the following subject areas only:**

**D. Department Interview:** This certifies that the above-named applicant  has or  will have interviewed with the following department (please check):

art     foreign languages     home economics     music     physical education

\_\_\_\_\_  
*Signature of Program Advisor* \_\_\_\_\_  
*Date*

**EXEMPTIONS**

**E. Applicants completing a subject matter program at another California institution** must submit verification of your completed subject matter program on the letterhead stationary of your school. Check with your college's Credential Office for the approved evaluator.



**CALIFORNIA STATE UNIVERSITY, SACRAMENTO**  
 College of Education, Teacher Preparation and Credentials  
 6000 J Street, Sacramento, CA 95819-6079  
 (916) 278-6403

**Reference Form for Applicants**

**Applicant's Name:** \_\_\_\_\_

**Social Security #:** xxx – xx -  
*last 4 digits only*

This reference has been requested of you by the above named applicant who is applying for admission to the teaching credential program at CSU, Sacramento. Please complete the items below and return the form to the applicant in a sealed envelope with your signature written across the sealed area. It is the responsibility of the applicant to submit the sealed envelope to the CSUS Teacher Preparation Office as part of his/her application to the Teacher Preparation Program. Please be assured that the contents of this form will be kept confidential. Only reference forms submitted in sealed envelopes will be accepted.

**Please rate the candidate on the following scale below by circling the appropriate number:**

- 3 = consistently evident**
- 2 = evident or often evident**
- 1 = sometimes or rarely evident**
- 0 = lack adequate data to rate and/or NA**

1.	Works effectively with learners or students	3	2	1	0
2.	Takes initiative and is a self starter	3	2	1	0
3.	Is well organized	3	2	1	0
4.	Is dependable and conscientious	3	2	1	0
5.	Is a team player	3	2	1	0
6.	Relates well with other adults	3	2	1	0
7.	Is respectful of and open to the ideas/perspectives of others	3	2	1	0
8.	Is energetic and enthusiastic	3	2	1	0
9.	Demonstrates effective verbal communication skills	3	2	1	0
10.	Demonstrates effective writing skills	3	2	1	0
11.	Demonstrates effective problem solving abilities and common sense	3	2	1	0
12.	Demonstrates strong academic abilities (e.g., critical thinking)	3	2	1	0
13.	Responds positively to stressful situations and/or conflict	3	2	1	0
14.	Responds positively to constructive criticism	3	2	1	0
15.	Demonstrates willingness to self-assess own strengths/weaknesses	3	2	1	0

OVERALL rating of the applicant based on the above items	3	2	1	0
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**Applicant's Name:** \_\_\_\_\_

**Social Security #:** xxx - xx -  
*last 4 digits only*

Additional Comments (e.g., to clarify the above ratings)

Please describe briefly your relationship to the applicant (e.g., supervisor, employer, co-worker):

How long have you known and/or worked with the applicant?

Name \_\_\_\_\_ (please print)      Date \_\_\_\_\_

Signature \_\_\_\_\_      Organization \_\_\_\_\_

Position \_\_\_\_\_      Phone/email \_\_\_\_\_



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**Reference Form for Applicants**

**Applicant's Name:** \_\_\_\_\_

**Social Security #:** xxx – xx -  
*last 4 digits only*

This reference has been requested of you by the above named applicant who is applying for admission to the teaching credential program at CSU, Sacramento. Please complete the items below and return the form to the applicant in a sealed envelope with your signature written across the sealed area. It is the responsibility of the applicant to submit the sealed envelope to the CSUS Teacher Preparation Office as part of his/her application to the Teacher Preparation Program. Please be assured that the contents of this form will be kept confidential. Only reference forms submitted in sealed envelopes will be accepted.

**Please rate the candidate on the following scale below by circling the appropriate number:**

- 3 = consistently evident**
- 2 = evident or often evident**
- 1 = sometimes or rarely evident**
- 0 = lack adequate data to rate and/or NA**

1. Works effectively with learners or students	3	2	1	0
2. Takes initiative and is a self starter	3	2	1	0
3. Is well organized	3	2	1	0
4. Is dependable and conscientious	3	2	1	0
5. Is a team player	3	2	1	0
6. Relates well with other adults	3	2	1	0
7. Is respectful of and open to the ideas/perspectives of others	3	2	1	0
8. Is energetic and enthusiastic	3	2	1	0
9. Demonstrates effective verbal communication skills	3	2	1	0
10. Demonstrates effective writing skills	3	2	1	0
11. Demonstrates effective problem solving abilities and common sense	3	2	1	0
12. Demonstrates strong academic abilities (e.g., critical thinking)	3	2	1	0
13. Responds positively to stressful situations and/or conflict	3	2	1	0
14. Responds positively to constructive criticism	3	2	1	0
15. Demonstrates willingness to self-assess own strengths/weaknesses	3	2	1	0

<b>OVERALL rating of the applicant based on the above items</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
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College of Education, Teacher Preparation and Credentials  
6000 J Street, Sacramento, CA 95819-6079  
(916) 278-6403

**Applicant's Name:** \_\_\_\_\_

**Social Security #:** xxx - xx -  
*last 4 digits only*

Additional Comments (e.g., to clarify the above ratings)

Please describe briefly your relationship to the applicant (e.g., supervisor, employer, co-worker):

How long have you known and/or worked with the applicant?

Name \_\_\_\_\_ (please print)      Date \_\_\_\_\_

Signature \_\_\_\_\_      Organization \_\_\_\_\_

Position \_\_\_\_\_      Phone/email \_\_\_\_\_

**APPLICATION CHECKLIST**  
**TEACHER PREPARATION CREDENTIAL PROGRAMS**

Please arrange your application materials in the order of this checklist. For specific details on a specific item, refer to the Application Instructions.

- 1. Application for Teacher Preparation Program Admission
  - List of Experiences
  - Professional Goal Essay
  - Reference Form (from instructor)
  - Reference Form (observed you in teaching setting)
  
- 2. Subject Matter Competence (SMC) Verification
  
- 3. Basic Skills Requirement (BSR)
  
- 4. Writing proficiency verification
  
- 5. Official Transcripts from all colleges attended  

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- 6. Certificate of Clearance (COC) verification. Submit verification of your certificate of clearance or a photocopy of the Summary of Oath and Affidavit page, the confirmation of payment page, and copy of your LiveScan.
  
- 7. Graduate School Admission Application verification. Submit a photocopy of your 'Graduate Application Agreement Statement' from your on-line Sacramento State graduate school application.
  
- 8. Checklist (this sheet)

**NOTE:** The first three (3) items checked below need to be completed **BEFORE** submitting your program application:

- **SUBMIT online to Sac State:** Graduate School Application at [www.csumentor.edu](http://www.csumentor.edu).
- **SUBMIT online to CTC:** COC application. Be sure to make copies of pages listed in 6 above.
- **MAKE A PHOTOCOPY** of all application documents, except sealed references, before submitting the applications, for your records.
- **MAILED APPLICATIONS:** MUST be postmarked **no later than (7) seven days prior to the deadline date**. Please be sure your application is complete before you mail it, and include a self-addressed, stamped, letter-sized envelope so we may send you important information about scheduling your interview.
- **FAXED applications will not be accepted.**

<b>OFFICE USE ONLY:</b>	Accepted by:	Date:	What's Next:
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# Important Dates to Remember for the Upcoming Teacher Preparation Application period.

## Fall 2010

### *Application Deadline Dates*

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In order to be given priority consideration for admission to the Sacramento State Teacher Credential Program, your application must be complete and include all required attachments and transcripts. Completed applications are due by 4:00 p.m. on or before the date listed below.

Multiple Subject	November 30, 2009, by 4:00 p.m.
Single Subject	November 30, 2009, by 4:00 p.m.
Special Education	November 30, 2009, by 4:00 p.m.

### *Mailed Applications*

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Mailed applications must be postmarked no later than (7) seven days prior to the deadline date. Please be sure your application is complete before you mail it, and include a self-addressed, stamped, letter-sized envelope so we may send you important information about scheduling your interview. FAXED applications will not be accepted.

### *Information Sessions*

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If you are looking for information about the credential programs that are offered at Sacramento State you are encouraged to attend one of the monthly Information Sessions.

Friday, October 23, 2009	3:00 - 4:30 p.m.	Eureka Hall 107
Friday, November 13, 2009**	3:00 - 4:30 p.m.	Eureka Hall 107

### *CSET Review*

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\*\*For Multiple Subject applicants that have never taken the CSET: Multiple Subject Exams, there will be a general information session with suggested study strategies for the CSET right after each program advisory session date noted above.

### *Drop-in Application Clinics*

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Students who need assistance completing their credential program application can stop by during the open clinic hours for hands on assistance. These clinics are designed for students who are in the process of completing their program application and need additional assistance. If you are looking for information about the credential programs that are offered at Sacramento State you are encouraged to attend one of the monthly Information Sessions noted above.

Tuesday, November 17, 2009	3:30 – 5:30 p.m.	Eureka Hall 211
Monday, November 23, 2009	4:00 – 6:00 p.m.	Eureka Hall 301