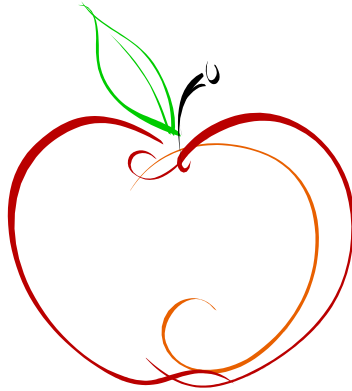


California State University, Sacramento
Teacher Preparation Programs

Admissions Guide

Admission Requirements

Challenge the Present



Shape the Future

...TEACH

Teacher Preparation Program Office
Eureka Hall, Room 216
6000 J Street, Sacramento, CA 95819-6079
(916) 278-6403

Website:

www.csus.edu/teach

Regular Hours:

Monday – Friday 10 am – 12 pm & 1 – 5 pm

Summer Hours:

Monday – Friday 9 am – 12 pm & 1 – 4 pm



SACRAMENTO STATE

TEACHER PREPARATION PROGRAMS

TYPES OF TEACHING CREDENTIALS

Sacramento State offers three (3) preliminary Teacher Preparation Programs (TPP): Multiple Subject (elementary), Single Subject (secondary), and Education Specialist (special education). The English Learner Authorization (ELA) and education technology requirements are embedded in all programs. A Bilingual Authorization is an option available only with a Multiple or Single Subject Credential. The Bilingual/Multicultural Education Department (BMED) is the only department that offers the Bilingual Authorization. Basic credential programs begin in Fall and Spring semesters. For additional information on the individual programs, please go to: www.csus.edu/teach or visit the Teacher Preparation Programs office located in Eureka Hall 216.

ADMISSION REQUIREMENTS AT A GLANCE

- Experiences Related to Working with Children or Youth
- References
- Professional Goal Essay
- Transcripts from every college/university attended
- Writing Proficiency
- Basic Skills Competence
- Subject Matter Competence (SMC)
- Issuance of a Certificate of Clearance
- Grade Point Average (GPA) of at least 2.67 overall
- Mandatory Interview

APPLICATIONS REQUIRED AT A GLANCE

- Teacher Preparation Program Application
- CSU Graduate School Application
- Certificate of Clearance Application

ADMISSION REQUIREMENTS

1. Experiences Related to Working with Children or Youth

Experience is required to be considered for admission. Possible field experiences (minimum 45 hours; more to be competitive) could include: paid or volunteer instructional aid or tutor in a public school classroom(s), Peace Corps, camp counseling, recreation programs, coaching, group-home counseling, church school teaching, etc. Your responses will be evaluated using the following criteria:

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

2. References

Applicants submit two reference forms (included in the TPP applications). Letters of recommendation will not be accepted in lieu of reference forms. **Only reference forms submitted in sealed envelopes will be accepted.** It is recommended that one of the references be from a person who has observed the applicant's academic competence and the other reference form from a person who has observed the applicant working with children or youth. Submit the reference forms with your TPP application. **NOTE:** References from family members will not be accepted.

3. Professional Goal Essay

Discuss a critical, current 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.

4. Transcripts

Applicants must provide transcripts to the Teacher Preparation Program (TPP) and Graduate School:

- 1) Graduate Studies - submit ONE official, sealed transcript from every community college/college/university attended (continuing Sacramento State students are exempt); **AND**
- 2) TPP Application- ONE official transcript from every non-CSUS college/university attended **AND** Sacramento State students need to include one complete, unofficial CSUS transcript.

5. Writing Proficiency

Satisfying writing proficiency is a program entrance requirement. This requirement may be met in one of the following ways:

- (1) Pass the writing portion of the CBEST (37 points minimum); or
- (2) Pass the CSET: Writing Skills Test (*Multiple Subject applicants only*); or
- (3) Meet the graduation writing requirement at any CSU campus or equivalent requirement from another accredited college/university; or
- (4) Successfully complete an upper-division advanced English composition course.

6. Basic Skills Requirement (BSR). Select one of the following options to meet this requirement. For detailed information on each of the options visit <http://www.ctc.ca.gov/credentials/leaflets/d667.pdf>

1. Pass the California Basic Educational Skills Test (CBEST)
2. Pass the CSU Early Assessment Program (EAP) English and Math sections (tests completed in high school)
3. Pass the CSU English Placement Test (EPT) and the Entry Level Math (ELM) Test 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

For the Spring application, *take the CBEST no later than the October* administration. For the Fall application, *take the CBEST no later than the April* administration. Register online at: www.ctcexams.nesinc.com.

7. Subject Matter Competence (SMC)

All applicants are required to meet SMC through one of the following options (with the exception of Early Childhood Special Education applicants).

- (A) **Special Education:** Applicants holding one of the following types of credentials, may have met the subject matter competency requirement: five-year preliminary, clear, professional clear, or life credential in the following authorizations: Multiple Subject, Single Subject, Standard Elementary, Standard Secondary, General Elementary, or General Secondary. If you have met SMC, you may skip this section. Applicants who do not hold one of the types of credentials listed above can meet SMC through one of the following options: (B) Multiple Subject option or (C) Single Subject option (see requirements below).
- (B) **Multiple Subject:** All applicants must satisfy SMC by passing the California Subject Examinations for Teachers (CSET): Multiple Subjects subtests I, II, and III. **NOTE:** CSET passing scores on all three (3) subtests are required for admission

consideration to the TPP. (Only a small percentage of exceptions to this requirement will be allowed). Register online at: www.ctcexams.nesinc.com.

- (C) **Single Subject:** Applicants may satisfy SMC in ONE of two ways, either (1) by examination **or** (2) by coursework (see subject matter program [SMP] advisor list below).

1. Examination(s)

Take and pass the California Subject Examinations for Teachers (CSET) in your subject area. Be sure to take all required subtests in your teaching area. See table below for appropriate examinations for your subject. **NOTE:** CSET passing scores on all subtests are required for admission consideration to the TPP. (Only a small percentage of exceptions to this requirement will be allowed). Register online at: www.ctcexams.nesinc.com.

Table 1: Single Subject Teaching Areas, SMP Advisors, and Exam Options

NOTE: A fee may be charged for transcript assessment appointments; inquire at the appropriate department office. Check with appropriate advisor on what to bring to your appointment. Availability of advisors may be limited during the summer and winter breaks.

Department (Teaching Areas)	Dept. Room	Phone 278-	SMP Advisors	Email: @csus.edu	Phone 278-	CSET Exam Option
Art*	KDM 185	6166	Anna Wagner-Ott	awagner-ott@	6443	I & II
English	CLV 104	6586	Susan Fanetti	sfanetti@	5734	I, II, III & IV
Foreign Languages (No approved SMP for Spanish, French, German if completed after 7/1/10)	--	--	--	--	--	I, II & III
Health Science (No approved SMP)	--	--	--	--	--	I, II & III
Home Economics * (SMP will expire so must be completed by 7/1/12)	MRP 3000	6393	Dianne Hyson	dhyson@	7320	I, II & III
Kinesiology* Physical Education	SLN 3002	6441	Julie Kuehl-Kitchen Joan Neide Craig Tacla	jkitchen@ neidej@ ctacla@	4022 5689 5034	I, II & III
Adapted PE (must hold MS Cred or SS PE Cred)			Scott Modell	models@	5041	
Mathematics	BRH 141	6534	Judith Ng Gary Shannon Kimberly Elce	ng@ shannong@ kelce@	7115 6228 6435	I, II & III; or Foundational Level: I & II
Music*	CPS 107	5155	Sue Metz	smetz@	6439	I, II & III
Sciences: Biology (Life Sci.)	SQU 207	6535	Adam Rechs Kelly McDonald	rechs@ mcdonald@	6244 5836	I, II & III
Chemistry	SQU 506	6684	Roy Dixon Jeff Paradis	rdixon@ jparadis@	6893 6987	I, II & III
Geosciences (no approved SMP)	--	--	--	--	--	I, II & III
Physics	SQU 230	6518	Vera Margoniner	vera.margoniner@	6268	I, II & III Foundational Level: I & II Specialized Science: III & IV or masters
Social Science	LSN 2008	7077	David Lang	lang@	7077	I, II & III
History Emphasis (Sac State History majors ONLY)	TAH 3080	6206	Chloe Burke	burkec@	5631	

*Subject areas noted above with an asterisk also require a specialized interview with the subject matter advisor and/or department for certification of competency in that subject.

2. Coursework:

Complete an approved Subject Matter Program (SMP) from an accredited California college/university. SMP's are California State approved academic programs that prepare individuals for teaching.

- a. The Sacramento State SMP is a California State approved baccalaureate program that prepares individuals for teaching. Sacramento State has 10 approved SMP majors (see Table 1 above). Course work units vary by department. Applicants (Sacramento State, out-of-state, non-Sacramento State) who wish to have their transcripts evaluated against one of the Sacramento State programs should contact the appropriate faculty advisor listed in Table 1 as soon as possible.

OR

- b. Non-Sacramento State applicants completing an approved SMP at a California campus other than Sacramento State should submit verification of completion of the SMP on the letterhead stationary of your college/university. A California Commission on Teacher Credentialing (CCTC) approved signatory from your college must sign the verification letter. Contact your college's credentials office for the name of the person who has been approved to sign-off on Subject Matter Programs.

NOTE: Sacramento State students: A subject matter program may be completed concurrently with the 3-semester TPP, if no more than three (3) semester units (or one course) of subject matter coursework are remaining.

8. Grade Point Average (GPA)

In order to be considered for admission to the TPP, applicants must have attained a cumulative GPA of at least 2.67 in all baccalaureate and post-baccalaureate course work (if completed) **OR** a GPA of at least 2.75 in the last 60 semester or 90 quarter units attempted. Only a small percentage of exceptions to this requirement will be allowed.

9. Interview

All applicants must participate in a one-hour group interview as part of the screening process. When the TPP application is submitted, applicants are notified of interview dates, times, and when to call to schedule an interview.

APPLICATIONS REQUIRED

1. CSU Graduate School Application: Applicants not currently attending Sacramento State, Sacramento State graduating seniors, and Sacramento State students completing a master's degree or second bachelor's degree **MUST** apply for admission to graduate school through the Office of Graduate Studies (OGS) by completing and submitting the CSU application on-line at:

www.csumentor.edu no later than the TPP application deadline dates (see info. below). There is a non-refundable application fee of \$55.00. Also, non-CSUS applicants must submit *one (1) set of sealed, official transcripts* (from all community colleges/colleges/universities attended) **directly** to the OGS located in the River Front Center 206. For questions, contact the OGS at (916) 278-6470. **NOTE:** Transcripts from applicants with degrees from outside of the United States: go to the following website for instructions, <http://www.csus.edu/gradstudies/international.htm> or call OGS at (916) 278-6470.

2. Teacher Preparation Program (TPP) Application: All applicants must submit a written "Application for Teacher Preparation Program Admission" that includes a list of experiences related to teaching, a professional goal essay, two completed, sealed reference forms, writing proficiency verification, subject matter competency verification, Basic Skills requirement verification (CBEST or other approved verification), and transcripts. A TPP application is available to download from our website www.edweb.csus.edu/tpac/applications.html during the application period. Applications for programs that start in the Fall semester are available beginning in December through February and will be due around March 1st. Applications for programs that start in the Spring semester are available July through September and will be due around October 1st.

3. Certificate of Clearance (COC): ALL applicants must submit verification of having been issued a clearance by the CA Commission on Teacher Credentialing (CTC) before they will be allowed to officially start the credential program.

- Applicants who have already been issued a clearance/permit/credential must submit a printout from the CTC website (www.ctc.ca.gov) 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 been issued a clearance/permit/credential must apply for the Certificate of Clearance (detailed instructions can be found at <http://edweb.csus.edu/tpac/applications.html>) and must submit proof of applying for the clearance with the program application packet. Include as proof the following: a copy of the completed 'Summary, Oath and Affidavit' and 'Confirmation of Payment' pages from the on-line application, and a copy of the completed Livescan form.

**Check the CTC website at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> regularly to see when your Certificate of Clearance is issued. Print on copy showing the date issued and include with your Program Application.

EXCEPTION – it is not necessary to apply for the Certificate of Clearance if you can verify you hold a valid California certificate or credential such as an emergency permit, Pre-intern certificate, PPS credential, Children’s Center Permit, Adult Vocational Education credential **OR** if you are applying for a Special Education credential program, verify a valid Multiple or Single Subject credential.

NOTE: If you answered yes to any of the Personal and Professional Fitness questions on the Certificate of Clearance application, you will need to obtain the official arrest record and court paperwork regarding each incident. Refer to the CTC website for the needed documentation at www.ctc.ca.gov and where to submit it. If you have convictions, the processing of your clearance application can take up to one year or longer by the CTC. This will mean you may not be eligible to start the credential program if your clearance is not issued before the program begins. For questions contact CTC, (888) 921-2682 (12:00-4:45p.m. M-F); or email credentials@ctc.ca.gov.

ADDITIONAL INFORMATION

Verification of Bachelor’s Degree (BA or BS)

ALL applicants must obtain a bachelor’s degree from a regionally accredited college/university in order to be eligible for a credential. Proof can be obtained through official transcripts and listed as “Degree(s) Awarded” with the date the degree was awarded. To find out if your college/university is regionally accredited by one of the accrediting agencies approved by the California Commission on Teacher Credentialing (CCTC), go to: www.ctc.ca.gov/credentials/accreditation-bodies

Foreign Transcript Evaluation

Individuals who have completed college or university course work 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 go to: www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

*The bachelor’s degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program.

Fees (All fees are subject to change without notice.)

CSU Graduate School Application	\$55.00
Certificate of Clearance Application & Livescan service (approximately)	\$90.00
Registration fees per semester: more than 6 units (approximately)	\$3,800.00

For more information on fees, fee installment plan, financial aid, etc. refer to the CSUS website: www.csus.edu.

Information Sessions

Attend a Teacher Preparation Program information session (reservations are not necessary, but please arrive on time). Please refer to our website www.csus.edu/teach for dates, times, and locations.