

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 the applications. NOTE – two applications are required. To be considered for admission, ALL of the following documents **MUST** be submitted.

Note: *Enrollment of new students to credential programs is contingent upon sufficient State funding to the CSU.*

Overview of Documents Required:

- A. Application for Graduate School (online) through CSUMentor.edu (submit proof of applying with program application packet)
- B. Application for Credential Program (attached)
- 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 Requirement
- F. List of experiences related to working with children or youth (format attached)
- G. Essay (current issue in Education)
- H. Two References on the required forms (attached)
- I. Two sets of official transcripts from ALL colleges attended (*one set for the University grad school application and one set for the program application packet*)
- J. Certificate of Clearance from the Commission on Teacher Credentialing

SPRING 2012 Application Submission Deadlines:

**CSUmentor Grad School Application: no later
than Thursday - September 15, 2011**

**Program Application Packet: no later than
Monday - October 3, 2011 by 4:00 p.m.**

Application Instructions – University Graduate School

- A. **CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION:** 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 complete and submit the CSU application for graduate school admission online at: www.csumentor.edu **no later than THURSDAY - SEPTEMBER 15, 2011**. The \$55.00 non-refundable application fee must be paid online at the time the application is submitted. ***IMPORTANT TIPS:*** When completing enrollment information on the application:
- Select your “Major/Program Objective” from one of the following:
 - ◆ Teaching Credential Only
 - ◆ Special Education Credential Only
 - ◆ Special Education Credential Only (Bay Area) – **NOT AN OPTION FOR EARLY CHILDHOOD APPLICANTS**
 - When asked to “Indicate any option, emphasis, or concentration” leave blank.
 - Under “Degree Objective” select “None”
 - Select your “Credential Objective” from one of the following:
 - ◆ Early Childhood Special Education Level I
 - ◆ Mild/Moderate Disabilities Level I
 - ◆ Moderate/Severe Disabilities Level I
 - ◆ MS Credential (Multiple Subject)
 - ◆ SS Credential (Single Subject)
 - Complete the rest of the online graduate school application. Once you pay the fee and click the “submit” button, print the page that reads, “CSU Sacramento Graduate Application Agreement Statement.” Submit this page with your Program Application packet.
 - TRANSCRIPTS for graduate school application:
 - **One (1) set of official transcripts (sealed) from all junior colleges, colleges, and universities attended submitted directly to the Office of Graduate Studies (OGS), River Front Center 206, 6000 J Street, Sacramento, CA 95819-6112. Official transcripts must be received by OGS no later than September 15, 2011.

****NOTE:** If you graduated/are graduating from Sacramento State, you do not need to submit additional transcripts to OGS unless you attended another college(s) after you graduated.

**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. Foreign documents/transcripts must be sent directly from your University and must be received by OGS no later than September 2011.

Application Instructions – Teacher Preparation Programs

- B. **TEACHER PREPARATION PROGRAM APPLICATION:** All applicants must submit a written ‘Program Application’, which includes a list of experiences related to teaching, a professional goals essay, two completed sealed reference forms, proof of subject matter competency, proof of basic skills assessment, proof of writing proficiency, and ONE (1) set of official transcripts. Program application packets are due in Eureka Hall 216 **no later than 4:00 p.m.** on the deadline date. Incomplete application packets will NOT be accepted.
- C. **SUBJECT MATTER COMPETENCY REQUIREMENT:** Submit proof 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. *Program admission decisions cannot be made until test results have been submitted.*
3. Applicants who do NOT currently hold a valid basic teaching credential must satisfy SMC in ONE of the following ways:
 - **CSET Exam:** Pass the appropriate subject matter exams in: Multiple Subjects (for those applicants who wish to teach elementary special education), or one of the core academic single subject areas, e.g., art, foreign language, English, math, science, or social science (for those applicants who wish to teach middle school/high school special education). *Program admission decisions cannot be made until test results have been submitted.*
 - **Coursework* (for those applicants who wish to teach middle school/high school special education):** Complete an approved Subject Matter Program (SMP) at an accredited California college either in art, foreign language, English, math, science, or social science. Verification of SMP completion must be from the authorized person in the education department of the university with the approved program. See next page for Coursework Options.

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. *Program admission decisions cannot be made until test results have been submitted.*
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). *Program admission decisions cannot be made until test results have been submitted.*

CSET exams must be taken no later than SEPTEMBER 2011.
 For CSET registration information visit 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 subject matter advisors visit: <http://edweb.csus.edu/tpac/applications.html>.
- **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.
1. Pass the CSU Early Assessment Program (EAP)** English and Math sections (available to high school students only)
 2. Pass the CSU English Placement Test (EPT)** and the Entry Level Math (ELM)** www.csus.edu/testing
 3. Pass the Multiple Subject CSET: Writing Skills Test** (available to Multiple Subject applicants only)
 4. Pass a basic skills examination from another state**

****Basic Skills Exams must be taken no later than OCTOBER 2011****

- 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 verification)
 4. Successfully complete an upper-division advanced English composition course
- F. **EXPERIENCES RELATED TO WORKING WITH CHILDREN OR YOUTH:** Experience is an admission requirement—minimum of 45 hours working with the age group you plan to teach. Using the column format on the application as a sample, 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 classroom 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 to be SUBMITTED with the PROGRAM APPLICATION PACKET:**
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 set of official transcripts** from all other junior colleges, colleges, and universities attended, including any colleges you are currently attending.
 2. *Applicants who will be NEW students at Sacramento State:* Submit **one set of official transcripts from ALL** junior colleges, colleges/universities attended, including any colleges you are currently attending.

For Sacramento State students only: Transcripts from other colleges you've attended that you submitted when you were an undergraduate or in a master's program are usually available, for a fee, as an "ALL Colleges/Records" request at the Student Services counter in Lassen Hall. Allow approximately two-three weeks for processing.

- J. **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' page and 'Confirmation of Payment' page from the on-line application, and one copy of the completed Livescan form.

Program Application

Teacher Preparation & Credentials

Sacramento
State

Spring 2012

Deadline: October 3, 2011 by 4:00 p.m.

Personal Information:				
<input type="checkbox"/> Mr.				- -
<input type="checkbox"/> Ms.				
Last name		First	M	Previous last name
Current Address:	Street:		City:	State: Zip:
	Street:		City:	State: Zip:
Permanent Address:	Street:		City:	State: Zip:
	e-mail:		Primary phone # Alternate phone #	Birth date: ____/____/____
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:				

Program Preference – please select ONE of the following:

<input type="checkbox"/> 1. Special Education – select one of the following program options	Select One:	add 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 (pending approval)	<input type="checkbox"/>		
<input type="checkbox"/> 2. Single Subject – select one of the following program options	Teaching Area (math, art, etc.)	Select Option	
Teacher Education Department			
3-semester program option		<input type="checkbox"/>	
PE Blended Program: <i>Sacramento State continuing PE Blended students only</i>		<input type="checkbox"/>	
<input type="checkbox"/> 3. Multiple Subject – select one of the following program options	Select Option		
Bilingual Multicultural Education Department (bilingual authorization available if qualified)			
2-semester program option	<input type="checkbox"/>		
3-semester program option <i>(only available if there are enough qualified applicants)</i>	<input type="checkbox"/>		
Teacher Education Department			
3-semester program option	<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 passed: I, II, III, IV and which Subject: _____
- CSET: Circle subtests to be taken: I, II, III, IV and which Subject: _____ and date test to be taken: _____
- 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 WS passed _____ CSET WS 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.
- CSET Writing Skills Test Date CSET WS passed _____ CSET WS not passed, registered for the _____ exam.
(CSET Writing Skills Test is only available for applicants taking the Multiple Subject CSET exam)
- Met the CSU graduation Writing Proficiency requirement, provide verification.
- Other: _____

Academic Preparation:

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 – 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:</i> July 1999 – December 1999	<i>Example:</i> School site, activities, age group, etc.	<i>Example:</i> 4 hours per week

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



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

OVERALL rating of the applicant based on the above items	3	2	1	0
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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 _____

**CHECKLIST FOR THE
TEACHER PREPARATION PROGRAM APPLICATION PACKET**

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

- 1. Program Application (two pages), plus:
 - List of Experiences
 - Professional Goal Essay
 - Reference Form (from instructor)
 - Reference Form (observed you in teaching setting)

- 2. Subject Matter Competence (SMC) Requirement: Submit proof of how you are meeting/have met this requirement, i.e., photocopy of CSET registration and/or photocopy of score reports. For single subject applicants, verification of CSET or subject matter program completion (read the detailed instructions).

- 3. Basic Skills Requirement (BSR): Submit proof of how you are meeting/have met this requirement, i.e., photocopy of test registration and/or photocopy of score reports (read the detailed instructions for options).

- 4. Writing Proficiency Requirement: Submit proof of how you are meeting/have met this requirement (read the detailed instructions for options).

- 5. Transcripts: Submit with this application packet, one set of OFFICIAL transcripts from ALL colleges attended (the Sac State transcript can be unofficial). Remember, the Office of Graduate Studies will also need from you one set of official transcripts from all colleges attended, if you are not a current Sac State student or graduated from Sac State. (Please read the detailed instructions.)

- 6. Certificate of Clearance (COC) Requirement:
 - If the processing of your clearance is completed, submit proof of your certificate of clearance issuance date (printout from CTC website—DO NOT print the “printer friendly” version—it does not list an issuance date); OR,
 - If in-progress with COC, submit a photocopy of the Summary, Oath, and Affidavit page, the confirmation of payment page, and copy of your completed LiveScan form; OR,
 - Submit a photocopy of your valid CA teaching credential or valid emergency permit for substitute teaching or valid child development associate permit.

- 7. University Graduate School Application Verification: Once you submit the online grad school application through CSUmentor, printout and submit with this program application packet a photocopy of the ‘Graduate Application Agreement Statement’ as proof of submitting the grad school application.

- 8. Checklist (this page)
 - **MAKE A PHOTOCOPY** (for your records) of all application documents, except sealed references, before submitting the application packet.
 - **MAILED APPLICATIONS:** MUST be postmarked **no later than (7) seven days prior to the deadline date**. Please be sure your application packet is complete before you mail it. You will be notified by email regarding scheduling your program interview.
 - **FAXED applications will not be accepted.**

OFFICE USE ONLY:	Accepted by:	Date:	What’s Next:
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