



Fall 2018

Cal State Apply (CSA)

Completing the Credentials Section

CREDENTIALS - ONLY APPLIES TO CREDENTIAL APPLICANTS

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

The California State University application – Welcome! 10/02/2017

[View My Notifications](#)

Personal Information
0/7 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Credentials**

If you are applying to a teaching credential program, you will see Credentials in the Personal Information tile.

CSUSB's College of Education does not plan to use this credential section data for Fall 2018 admission. Admission to the teaching credential program at CSUSB will not be affected by your answers to these Credential questions.

CREDENTIALS – COLLEGE OF EDUCATION

CSUSB'S COLLEGE OF EDUCATION EXPECTATIONS FOR CREDENTIAL APPLICANTS

FOR FALL 2018 ADMISSIONS TO CSUSB TEACHING CREDENTIAL PROGRAMS, APPLICANTS WILL
SUBMIT THE FOLLOWING:

- 1) CAL STATE APPLY APPLICATION **AND**
- 2) A PROGRAM ADMISSIONS FILE (PAF) – PROGRAM APPLICATION WITH SUPPORTING DOCUMENTS
(SEE PROGRAM WEBSITE and ATTEND OUR NEXT INFORMATION SESSION -
<https://coe.csusb.edu/prospective-students>.)

CSUSB's College of Education does not expect complete or accurate answers in the CREDENTIALS section of Cal State Apply for Fall 2018. Please respond to the questions as best as you can. You do not need to upload any documents to this application. Your supporting material will be submitted to the College of Education. Our faculty will rely on the information in the Program Admissions File to make an admission decision.

CREDENTIALS

Credentials

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

* Indicates required field.

Teacher or Other Education Credential Information for Credential Applicants

* Do you hold or have you ever held a teaching credential?

Yes No

Credential Program

* How did you hear about the credential program?

If you selected to apply to a credential program in the original list of programs, then you will see this full section:

- Please respond to this question on whether you hold a credential or not. Most applicants will respond with **"No."**
- After you answer this question, the rest of the questions for this section will appear.

CREDENTIALS – Memorandum of Understanding

Credential Program

How did you hear about the credential program?

Memorandum of Understanding

The Memorandum of Understanding represents an agreement by a credential candidate admitted to a credential program at a CSU campus to fulfill the responsibilities listed in order to provide experiences and instruction that will assist candidates to satisfy all requirements necessary in order to be recommended for a preliminary teaching credential.

1. It is the candidate's responsibility to enroll in all courses required to earn the credential, as outlined on the candidate's individual academic program plan.
2. All courses required for the credential must be completed with a grade of C- or higher, unless otherwise noted. The cumulative GPA for all courses listed on the program plan must be 3.0 or higher.
3. It is the candidate's responsibility to read the credential program handbook and adhere to all program policy and requirements.
4. Information pertaining to the candidate's qualification and performance in the credential program may be shared with faculty at your CSU and with school district personnel.
5. Dismissal from the credential program may be a necessary outcome if the candidate's competence does not develop in a sufficient manner to warrant a recommendation for a credential or a school district terminates a placement due to egregious behavior and it is determined that another placement is not warranted.
6. Campus email is the official means of communication. It is the candidate's responsibility to regularly check his/her email account for information regarding the credential program. Failure to read and/or comply with any information sent to the candidate may result in adverse consequences.
7. It is the candidate's responsibility to comply with all University requirements, procedures, and policies. Including but not limited to the Office of Graduate Studies, the Office of the Registrar, and the Financial Aid and Scholarship Office.
8. It may be necessary to require the candidate to delay starting or continuing in the credential program if any requirements are not satisfied or if any documentation is not submitted as requested.
9. Regular advising each term is recommended to ensure the candidate's satisfactory program in the credential program.

Memorandum of Understanding Acknowledgement

By checking this box I hereby acknowledge that I am applying to a credential program. I also understand and agree to comply with the provisions above.

This first question is just letting us know how you found out about our credential program. Please pick the best answer.

The Memorandum of Understanding is information credential program's expectation of the candidate (you). Please check the box below this section acknowledging that you understand this information.

NOTE: Courses must be completed with a C grade or better. C- is not acceptable.

CREDENTIALS – Internship Interest

Internship Interest

Please be advised that not all campuses offer Internship options. Please check with the campus to which you are interested in applying for their available Internships.

Are you interested in a Internship?

Yes No

Do you intend to complete the program as an intern?

Yes No

Have you already secured an internship?

Yes No

Completion of the Intern Application Form needs to be submitted. Copy and paste this url into a new tab on your browser to download the form: www.calstate.edu/credentialforms/intern-application.pdf

Internship Interest Acknowledgement

By checking this box, I understand that I am required to upload a completed Intern Application Form. This upload can be performed in the Supporting Information/Documents section of the application.

CSUSB offers internship track options in Single Subject, Multiple Subject and Special Education credential programs.

Please answer the questions to the best of your knowledge and check the box below. We will **NOT** be requiring you to download or submit an **INTERN APPLICATION FORM**.

NOTE: STUDENTS MUST MEET ADDITIONAL REQUIREMENTS TO THE PROGRAM ADMISSIONS FILE TO BE INTERN ELIGIBLE.

CREDENTIALS –Academic Preparation

Credential Academic Preparation

Select the first credential you currently hold:

Select the current status of your first credential:

This question is meant for those of you who already hold a credential and are applying for an additional credential area. Please choose which credential you currently hold from the listing and indicate if it is a preliminary or clear credential.

If you do not yet hold a credential please choose, “not applicable” in both drop down menus.

CREDENTIALS – Subject Matter Competency

Subject Matter Competency

Subject Matter Competency (SMC) for the subject you wish to teach is one of the primary admission requirements. Your SMC verification must align with the credential you are pursuing.

The Credential Program does not provide further preparation in a subject area. Knowledge of subject matter should be mastered before beginning a credential program. Passing the CSET Single Subject Subtests or by completing an approved undergraduate waiver program is required for admission into the credential program. Photocopies ("hard copies") of all exam scores must be included with the Program Application. For information and registration go to: www.ctcexams.nesinc.com. Each CSET Subtest score is valid for five years. You must earn your credential before these tests expire.

Subject Matter Competency Acknowledgement

By checking this box, I understand that I am required to upload a copy of the CSET Single Subject test scores or proof of registration with the earliest test date for review purposes. This upload can be performed in the Supporting Information/Documents section of the application.

California Subject Examinations for Teacher (CSET) Test 1

Have you attempted the exam?

Yes

No

Subject Matter Competency is required for most credential programs.

You must provide the College of Education with proof of meeting Subject Matter Competency with your Program Admissions File,
<https://coe.csusb.edu/teacher-education/credential-admissions>.

For more information, attend the next program information session.

CREDENTIALS – Basic Skills Requirement

Basic Skills Requirement

Completion of the Basic Skills requirement is required prior to program admission. A list of options for satisfying the Basic Skills Requirement may be found in the help section. If you are attempting to use an exam other than CBEST or CSET Writing Skills to satisfy this requirement, please double check to make sure that your scores meet the requirement.

Please submit your unofficial exam scores with this application for preliminary verification. If you did not request that Pearson Education share your CBEST or CSET Writing Skills exam results with the CSU you are applying, please submit an official sealed copy of your exam results directly to the CSU. Results for all options are valid for life, except CSET Writing Skills results, which are only valid for five years and must be valid through the end of the credential program.

Please select the option you completed.

Basic Skills Requirement Acknowledgement

By checking this box, I understand that I am required to upload a photocopy of test results OR proof of registration with the earliest test date for review purposes. This upload can be performed in the Supporting Information/Documents section of the application.

Basic Skills is required for ALL credential programs.

There are several ways to fulfill this requirement. More details can be found at:

https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_16.

CREDENTIALS – Tuberculosis Clearance

Certificate of Clearance

In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) or submit proof of prior completion of the clearance.

Certificate of Clearance Acknowledgement

By checking this box, I understand that I must apply or upload a Certificate of Clearance, if already completed. This upload can be performed in the Supporting Information/Documents section of the application.

Have you completed the Live Scan?

Yes No

Did you apply for a Certificate of Clearance on the California Commission on Teacher Credentialing website?

Yes No

Have you received your Certificate of Clearance from the Commission on Teacher Credentialing?

Yes No

Do you hold another valid document from the Commission on Teacher Credentialing that verifies your fingerprint clearance, such as a valid teaching credential or a permit?

Yes No

More information about the Certificate of Clearance can be found at:

https://coe.csusb.edu/sites/csusb_coe/files/CofCInstructions%2009-17.pdf.

Please indicate which steps in the process you have completed.

You will provide verification if this has been granted with your Program Admissions File, so nothing needs to be uploaded on this application.

CREDENTIALS – Early (Pre-Program) Field Experience

Early (Pre-Program) Field Experience

Title 5 Regulations from the California State University, Chancellor's Office requires each credential candidate to have participated in a supervised Early Field Experience in a public school setting prior to application to a credential program. Completion of your field experience must be documented by submitting the signed Early Field Experience form. In addition, the quality of your work must be evaluated in a letter of recommendation from a teacher or administrator. Copy and paste this url into a new tab on your browser to download the form: www.calstate.edu/credentialforms/early-field-experience.pdf.

Early (Pre-Program) Field Experience Acknowledgement

By checking this box, I understand that I am required to upload a completed Early (Pre-Program) Field Experience form. This upload can be performed in the Supporting Information/Documents section of the application

This experience is only required for the Multiple Subject and Special Education credential programs.

You will provide verification of 45 hours in a K-12 Classroom with your Program Admissions File.

CREDENTIALS – Personal Narrative

Personal Narrative

Describe succinctly your reasons for applying to the Credential program, your preparation for this field of study and why the program is a good fit for you. Consider the following questions: Why do you want to be a teacher? What personal qualities do you possess and what experiences have you had that have prepared you to work in a collaborative environment?

0/2000

Please just enter, “sent to department” in the Cal State Apply application. If applicable, you will complete the narrative in the specific program admissions file that you will complete.

ADDITIONAL CSUSB RESOURCES

CSUSB University Admissions Online Application

www.calstate.edu/apply

CSUSB Graduate Studies Admissions Office

<http://gradstudies.csusb.edu/>

College of Education Credential Admissions

<https://coe.csusb.edu/teacher-education/credential-admissions>

College of Education Master's Program Admissions

<https://coe.csusb.edu/admissions/masters-program>

College of Education Information Sessions

<https://coe.csusb.edu/prospective-students/information-sessions>

CSUSB Financial Aid

<https://www.csusb.edu/student-financial-services>