

## Multiple Subject Program Admissions File (P.A.F.) Requirements

---

Listed below are the requirements you will need to submit to apply to the Multiple Subject Credential Program.

1. You must complete the online University Application (<https://www2.calstate.edu/apply>) and submit official transcripts from each institution attended (with the exception of California State University, San Bernardino) to the Graduate Admissions Office by the deadline for that quarter.
2. Program Admissions Application.
3. Advising Form – If you have successfully completed EELB 230, at California State University, San Bernardino, then this requirement has been met. If not, then you will need to either attend an information session or schedule an appointment with a Multiple Subject Advisor to obtain this form and submit with your Program Admissions File.
4. Personal Narrative – Topic: Why do you want to become an elementary school teacher? What in your background prepares you to be a teacher? (600-700 words) You must address the following areas:
  1. Briefly introduce yourself and your educational background
  2. Describe your motivation and interest for teaching elementary school pupils
  3. Discuss your personal background/experience in working with children in a classroom setting
  4. Describe personal attributes (strengths/special skills/talents/abilities) you have that will enhance you working with children
  5. Discuss any other experiences that you personally consider important to help you become an effective elementary school teacher

You will submit a copy of your personal narrative when you attend your interview with a Program Faculty. The interview is conducted once you have submitted your complete Program Admissions File.

5. Two Letters of Recommendation – These letters must be completed on our Letter of Recommendation forms. Please obtain these letters from someone who is able to address your scholastic performance and suitability for teaching (a family member cannot complete these letters). ***Please note: Letters of Recommendation must have the evaluator's original signature in order for it to be accepted.***
6. Verification of Negative TB Test Results – Submit a copy, must include the following: Your name, agency where TB test was administered and read, signature from authorized personnel, date the TB test was read and that you have no presence of TB. Results are valid for four years. ***Please note: Risk Assessment Questionnaires will not be accepted.***
7. Verification of Certificate of Clearance – You must complete the Request for Livescan Service (41-LS) with a Transmitting Agency, then you will need to follow up with the Commission on Teacher Credentialing by submitting an application for your Certificate of Clearance.
8. Official Transcripts – You will need to submit an official transcript from each institution attended with the exception of California State University, San Bernardino. ***Please note: This is in addition to transcripts you may have submitted to the University.***
9. Verification of 45 Hours in a K-12 Classroom – If you completed EELB 230 **and** one of the following: HD 245, HD 246, HD 247 or EELB 301, at California State University, San Bernardino then you have met this requirement and we can verify through your transcripts. If not, you will need to obtain a documented

letter from the person(s) who supervised your work. ***Please note: A letter documenting your experience must include the number of hours and must be signed by the person verifying your hours.*** If you took an equivalent course, but it is not the ones listed above, you will need to provide documentation of your experiences either through fieldwork logs or a course syllabus.

10. Pre-Requisite Coursework – You must successfully complete ENG 311 and EELB 301 or HD 240 in order to be classified into the Multiple Subject Credential Program.
11. Verification of Subject Matter Competency – You must submit a photocopy along with your official CSET Score Report verifying that you have passed all three subtests for Multiple Subjects. Your official score report will be returned to you.
12. Verification of the Basic Skills Requirement – You must submit a photocopy along with your official score report. Your official score report will be returned to you. (Example: CBEST)
13. GPA – You must have a cumulative GPA of a 2.67 or your last 90 units GPA of a 2.75 in order to be admitted to the Multiple Subject Credential Program.
14. \$35 Program Admissions Filing Fee – This fee must be paid either on-line through MyCoyote or in person at the Student Financial Services Office (UH 035). Please note, that if you pay this in person at the Student Financial Services Office you will be required to show them a Fee Receipt.

***Please note: Students who have submitted a complete Program Admissions File and have met all of the admission requirements, are required to attend a mandatory interview with the Program Faculty prior to admission to the program.***

---

#### **Additional Requirements to be Intern Eligible**

---

1. Multiple Subject Intern Program Application
2. Verification of U.S. Constitution Course – This can be verified through your transcripts and a copy of the course description if taken outside of California State University, San Bernardino.
3. Co-Requisite Coursework – You must successfully complete PSYC 350/ESPE 350 and HSCI 100 in order to be intern eligible.
4. Pre-Service Coursework – You must successfully complete the following courses:
  - EEB 313: Pedagogical Foundations for English Language Learners
  - EELB 315/316: Reading Language Arts Curriculum and Pedagogy
  - EELB 317: Educational Psychology for a Diverse Society
  - EELB 422: Classroom Organization, Management & Discipline
  - EELB 510: Family Culture and Schooling

## PROGRAM ADMISSIONS APPLICATION

Student ID #: \_\_\_\_\_ Applying for (Quarter/Year): \_\_\_\_\_

Name: \_\_\_\_\_  
Last, First, Middle Initial Maiden/Former Names

Mailing Address: \_\_\_\_\_  
Street, City, State, Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Ethnicity (optional): \_\_\_\_\_ Gender: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Please indicate which program you are applying for:

Program: \_\_\_\_\_

Subject Area (Single Subject only): \_\_\_\_\_

Option: \_\_\_\_\_

Added Authorizations: \_\_\_\_\_

### Degree Information:

University where Bachelor's Degree was/will be granted: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Date of degree or anticipated date of completion: \_\_\_\_\_

List of all colleges/universities you have attended: \_\_\_\_\_

My signature below confirms that each of the program requirements for admissions has been completed to the best of my knowledge.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## LETTER OF RECOMMENDATION FOR THE CREDENTIAL PROGRAM

A brief explanation of the purpose of this recommendation: The person whose name appears on this form is an applicant for a teaching credential program. The College of Education at California State University, San Bernardino is collecting information about this person to help us determine: (1) if he/she has the potential to develop into a good teacher and (2) what we can do to help him/her acquire the specific skills necessary to become a good teacher. You can help us by responding to each of the items described below. Please respond to each item in accordance with your direct observation of the applicant relative to the specified area. The recommendation is to be returned to the applicant in a sealed envelope. We appreciate your assistance. A key for the letters (A, B, C & D) is listed on this page.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Applicant's Student ID#

<b>A</b>	<b>Sufficient to function as a teacher</b>
<b>B</b>	<b>Could function as a teacher with improvement</b>
<b>C</b>	<b>Not sufficient to function as a teacher</b>
<b>D</b>	<b>No basis for judgment</b>

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	<b>Oral Communication:</b> The applicant uses the language accurately and communicates clearly and concisely.				
2	<b>Listening Skill:</b> The applicant listens attentively and demonstrates understanding of what he/she has heard.				
3	<b>Reading Skill:</b> The applicant comprehends written instructions and other complex written information.				
4	<b>Writing Skill:</b> The applicant writes in a manner that is clear and grammatically correct.				
5	<b>Empathy:</b> The applicant demonstrates concern for people in various situations.				
6	<b>Organization:</b> The applicant identifies specific tasks, collects appropriate information and generally functions in a logical and productive manner.				
7	<b>Time Management:</b> The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that he/she has predetermined or agreed to accept.				
8	<b>Attendance &amp; Punctuality:</b> The applicant consistently keeps appointments and arrives on time.				
9	<b>Initiative:</b> The applicant identifies what needs to be done in situations and does it promptly.				
10	<b>Scholarship:</b> The applicant analyzes, synthesizes and applies information to the solution of specific problems.				
11	<b>Persistence:</b> The applicant, after having identified specific tasks, continues to pursue those tasks until accomplished.				
12	<b>Leadership:</b> The applicant helps others to accomplish specifically identified tasks through direction and example.				
13	<b>Self-Confidence:</b> The applicant demonstrates faith in their convictions in the face of adversity.				
14	<b>Willingness to Accept Feedback:</b> The applicant incorporates the suggestions of others into the way he/she functions.				
15	<b>Consistence:</b> The applicant regularly demonstrates behavior that is appropriate to the situation.				
16	<b>Tolerance:</b> The applicant can accept the views of others and integrate them with his/her own.				

Please make any additional comments you wish relative to this individual's potential for teaching:

---



---

### EVALUATOR

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Number & Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## LETTER OF RECOMMENDATION FOR THE CREDENTIAL PROGRAM

A brief explanation of the purpose of this recommendation: The person whose name appears on this form is an applicant for a teaching credential program. The College of Education at California State University, San Bernardino is collecting information about this person to help us determine: (1) if he/she has the potential to develop into a good teacher and (2) what we can do to help him/her acquire the specific skills necessary to become a good teacher. You can help us by responding to each of the items described below. Please respond to each item in accordance with your direct observation of the applicant relative to the specified area. The recommendation is to be returned to the applicant in a sealed envelope. We appreciate your assistance. A key for the letters (A, B, C & D) is listed on this page.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Applicant's Student ID#

<b>A</b>	<b>Sufficient to function as a teacher</b>
<b>B</b>	<b>Could function as a teacher with improvement</b>
<b>C</b>	<b>Not sufficient to function as a teacher</b>
<b>D</b>	<b>No basis for judgment</b>

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	<b>Oral Communication:</b> The applicant uses the language accurately and communicates clearly and concisely.				
2	<b>Listening Skill:</b> The applicant listens attentively and demonstrates understanding of what he/she has heard.				
3	<b>Reading Skill:</b> The applicant comprehends written instructions and other complex written information.				
4	<b>Writing Skill:</b> The applicant writes in a manner that is clear and grammatically correct.				
5	<b>Empathy:</b> The applicant demonstrates concern for people in various situations.				
6	<b>Organization:</b> The applicant identifies specific tasks, collects appropriate information and generally functions in a logical and productive manner.				
7	<b>Time Management:</b> The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that he/she has predetermined or agreed to accept.				
8	<b>Attendance &amp; Punctuality:</b> The applicant consistently keeps appointments and arrives on time.				
9	<b>Initiative:</b> The applicant identifies what needs to be done in situations and does it promptly.				
10	<b>Scholarship:</b> The applicant analyzes, synthesizes and applies information to the solution of specific problems.				
11	<b>Persistence:</b> The applicant, after having identified specific tasks, continues to pursue those tasks until accomplished.				
12	<b>Leadership:</b> The applicant helps others to accomplish specifically identified tasks through direction and example.				
13	<b>Self-Confidence:</b> The applicant demonstrates faith in their convictions in the face of adversity.				
14	<b>Willingness to Accept Feedback:</b> The applicant incorporates the suggestions of others into the way he/she functions.				
15	<b>Consistence:</b> The applicant regularly demonstrates behavior that is appropriate to the situation.				
16	<b>Tolerance:</b> The applicant can accept the views of others and integrate them with his/her own.				

Please make any additional comments you wish relative to this individual's potential for teaching:

---



---

### EVALUATOR

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Number & Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## INSTRUCTIONS FOR PROCESSING A CERTIFICATE OF CLEARANCE

---

1. Complete the applicable sections of the CTC Request for Livescan Service - 41-LS, which can be downloaded at their website at <http://www.ctc.ca.gov/credentials/applications.html>, prior to arriving at the Live Scan site offering electronic submission of fingerprint services. Applicants may refer to the CSUSB Police Department website at <http://police.csusb.edu/LiveScan.htm> for applicable fees and hours of operation or call (909) 537-3552 to schedule an appointment for Live Scan service. A current listing of other Live Scan sites offering electronic fingerprint services is available on the California Attorney General's website at [www.ag.ca.gov](http://www.ag.ca.gov) or you may contact your local police or sheriff station for Live Scan service availability and hours of operation.

2. Apply for the Certificate of Clearance using the Web Application Process at the CTC website. ([www.ctc.ca.gov](http://www.ctc.ca.gov))

**IMPORTANT:** *Before beginning the application process, be sure to turn off all pop-up blockers for this site.*

3. Click the **Online Services for Educators** navigation button.

4. Select the link **"Click Here" to complete your application in the Educator Page.**

5. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.

6. Edit/Complete your personal profile and click **"Next."**

7. Click on **"Create New"** button under Web Applications to start your application for the Certificate of Clearance.

8. Select the **Certificate of Clearance** from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click **"Next."**

9. Read the Disclosure page for the Professional Fitness questions and answer **"Yes"** to continue to the next page.

10. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click **Submit Payment.**

11. The display shows the document applied for and the amount to pay. Click the **Continue** button.

12. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click **Continue** button when finished.

13. Verify all the payment information is correct, including email address. Click **Complete Payment** button. **DO NOT CLICK THE COMPLETE PAYMENT BUTTON MORE THAN ONCE.**

14. Use the link provided to obtain a printable receipt for your reference.

**NOTE:** *If you answered "yes" to any of the Personal and Professional Fitness questions you must send required supporting materials to the Commission as per instructions.*

## FEE RECEIPT

1. Pay in-person by completing a Fee Receipt and submitting it directly to Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted).

NOTE: A completed Fee Receipt **with Student Financial Services fee stamp** will need to be submitted with your application and/or request.

2. Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted).

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/> (**Coyote ID & password required**)
- Select **Student Center**
- Select **Make a Payment** under the Finances Section
- Read Statement and Select **Next**
- Select **Make Payment** (top menu)
- Select **College of Education Student Services** (right menu)
- Select **Credential Service Fee**
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select **Add to Basket**
- Checkout and make your payment

NOTE: A completed Fee Receipt with a copy of the MyCoyote confirmation page will need to be submitted with your application and/or request.

3. Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted).

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select **College of Education Student Services**
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select **Add to Basket**
- Checkout and make your payment

NOTE: A completed Fee Receipt with a copy of the Campus eMarket confirmation page will need to be submitted with your application and/or request.

### PERSONAL INFORMATION

Student Identification Number:			
First Name:	Middle Name:	Last Name:	
Address:			
City:	State:	Zip:	
Home Phone:	Work Phone:	Cell Phone:	
CSUSB Email Address:			

**SERVICE FEE:** Indicate a (✓) next to the appropriate processing fee. If more than one, please complete a separate Fee Receipt.

- ☐ \$75 Subject Matter Competency Evaluation
- ☐ \$35 Initial Designated Subjects Credential Recommendation Processing Fee
- ☐ \$35 Program Admission Filing Fee
- ☐ \$35 Program Completion Verification
- ☐ \$25 Credential Recommendation Processing Fee
- ☐ \$10 Out-Of-State Program Completion Verification
- ☐ \$10 Subject Matter Competency Completion / Four-Fifths Completion Letter

OFFICE USE ONLY: PS#: 501899-RT011-C0720-5000

QC#: 716

RECEIVED BY: