

INSTRUCTIONS FOR THE REQUEST FOR APPROVED SUBJECT MATTER COMPETENCY EVALUATION

The Request for Approved Subject Matter Competency Evaluation is a service offered and conducted by a department Authorized Evaluator (**Art, English, History, Kinesiology and Mathematics only**) to determine the equivalency of a Commission on Teacher Credentialing (C.T.C.) approved subject matter competency program available at CSUSB in lieu of passage of the California Subject Examination for Teachers (CSET) examination. *Due to Credential Processing working from a remote location, requests may be submitted via email to credrec@csusb.edu.

NOTE: Effective May 3, 2012, this evaluation is available only to bachelor degree graduates of the California State University system.

Credential Processing will submit the request along with the required documentation to the appropriate department for evaluation and when completed, the results of the evaluation will be emailed to the applicant (using the email address provided on the Request for Approved Subject Matter Competency Evaluation form). Please note that the evaluation processing time varies per department.

If the results of the evaluation identify coursework to be complete in order to meet the equivalency of the approved subject matter preparation program, all coursework must be completed at CSUSB (unless the student receives prior written approval from the department evaluator) with a grade **no lower than a "C-"**.

If the results of the evaluation determine the candidate has met the equivalency and no additional coursework is required, an official letter verifying subject matter competency has been met will be mailed to the applicant (using the address provided on the Request for Approved Subject Matter Competency Evaluation form).

REQUIRED DOCUMENTATION

It is the applicant's responsibility to provide all required documentation to Credential Processing at the time of submission of the request.

REQUEST FORM: All applicants must complete sections 1 and 2. Incomplete forms will be returned to the applicant for completion and resubmission. If selecting more than one subject area, please submit a separate request and processing fee for each subject area.

TRANSCRIPTS: All applicants are required to submit photocopies or unofficial transcripts from all regionally accredited institutions attended (excluding CSU San Bernardino).

CATALOG/BULLETIN: Applicants have the option of providing photocopies of the course descriptions from the catalog/bulletin (from the years in which the coursework was completed) of the institutions attended.

KINESIOLOGY ADVISING FORM: All applicants requesting an evaluation for Kinesiology (Physical Education) must complete this form. This form does not apply to the other subject areas.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the \$75.00 non-refundable processing fee. Please see the Fee Receipt for processing payment instructions.

**NOTE: When we resume working on campus, the requests will need to be submitted in person or by mail to Credential Processing or the Palm Desert Campus, Student Services Office, to be forwarded to Credential Processing. We recommended that the applicant maintain copies of all documentation submitted to Credential Processing for their own personal records since all documentation, including transcripts, becomes the property of the College of Education and will not be returned or photocopied for the applicant.*

REQUEST FOR SUBJECT MATTER COMPETENCY EQUIVALENCY

To complete this form, download and/or print this pdf document.

1. PERSONAL INFORMATION

Student Identification Number: _____

Applicant's Name: _____
First Middle Last

All Former Names: _____

Address: _____
Number and Street City State Zip Code

Home/Cell Phone: _____ Work Phone: _____

Email Address (MyCoyote or Personal): _____

2. UNDERGRADUATE DEGREE AND SUBJECT MATTER PROGRAM EVALUATION

DEGREE SUBJECT AREA: _____

DEGREE OBTAINED FROM: _____

REQUESTED SUBJECT MATTER AREA TO BE EVALUATED: _____

- FOR DEPARTMENT USE ONLY -

3. DEPARTMENT RECOMMENDATION

After reviewing the candidate's transcript(s) and course descriptions (if provided), I have determined the following:

____ No further coursework is required. The candidate has met the standards of the CSUSB Commission-approved subject matter preparation program, including our academic standards and final assessment.

____ Additional coursework is required. The candidate must complete the coursework listed below to meet the standards of the CSUSB Commission-approved subject matter preparation program. NOTE: The required coursework must be completed at CSUSB (unless, the candidate receives written approval from the Department Chair/Evaluator) with a grade no lower than a "C".

Department Chair/Evaluator's Signature

Department Chair/Evaluator's Name

Evaluation Date

KINESIOLOGY ADVISING FORM
PEDAGOGY CONCENTRATION

Name: _____ Email: _____ Bulletin Yr: _____

SID #: _____ Phone: _____ Grad Check: _____

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Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

| <b>KINESIOLOGY CORE REQUIREMENTS<br/>(46 UNITS)</b>  | <b>UNITS</b> | <b>PREREQ'S</b>           | <b>QUARTER<br/>OFFERED</b> | <b>DAYS</b> | <b>TIME</b>   | <b>QUARTER<br/>TAKEN</b> |
|------------------------------------------------------|--------------|---------------------------|----------------------------|-------------|---------------|--------------------------|
| BIOL 223 – Human Physiology and Anatomy              | 5            | Lower Division<br>BIOL    | W                          |             |               |                          |
| BIOL 224 – Human Physiology and Anatomy              | 5            |                           | S                          |             |               |                          |
| KINE 210A – Introduction to Kinesiology              | 2            |                           | F, W, S                    | M,W         | 9:20          |                          |
| KINE 254 – Field Work in Kinesiology                 | 2            | KINE 261,<br>263, or 270  | F, W, S                    | S           | 10:00         |                          |
| KINE 270 – Introduction to Fitness and Testing       | 2            | KINE 210A,<br>210B or 310 | F, W, S                    | M,W,F       | 8:00          |                          |
| KINE 305 – Prevention & Treatment of Sports Injuries | 4            | BIOL 223 &<br>224         | F, W, S                    | T,R         | 10:00         |                          |
| KINE 310 – History & Philosophy of Physical Activity | 4            |                           | F, W, S                    | T,R         | 8:00          |                          |
| KINE 325 – Motor Development                         | 2            |                           | F, W, S                    | R           | 10:00         |                          |
| KINE 370 – Measurement & Evaluation                  | 4            | KINE 210A,<br>MATH 110    | F, W, S                    | M,W,F       | 9:20          |                          |
| KINE 410 – Motor Control & Skill Learning            | 4            |                           | F, W, S                    | M,W,F       | 1:20          |                          |
| KINE 479 – Qualitative Biomechanics<br>Lab           | 5            | BIOL 223 &<br>224         | F, S                       | T,R         | 8:00<br>2:40  |                          |
| KINE 481 – Exercise Physiology<br>Lab                | 5            | BIOL 223 &<br>224         | F, W, S                    | M,W,F       | 10:40<br>2:40 |                          |
| KINE 490 – Seminar in Kinesiology                    | 2            | Senior<br>Standing        | F, W, S                    | W,F         | 8:00          |                          |

| <b>PEDAGOGY CONCENTRATION<br/>LOWER DIVISION (20 UNITS)</b> | <b>UNITS</b> | <b>PREREQ'S</b> | <b>QUARTER<br/>OFFERED</b> | <b>DAYS</b> | <b>TIME</b> | <b>QUARTER<br/>TAKEN</b> |
|-------------------------------------------------------------|--------------|-----------------|----------------------------|-------------|-------------|--------------------------|
| KINE 210B – Introduction to Adapted Kinesiology             | 2            |                 | F,W                        | M,W         | 8:00        |                          |
| KINE 261C – Professional Preparation in: Dance              | 2            |                 | F,W,S                      | M,W,F       | 10:40       |                          |
| KINE 261F – Professional Preparation in: Gymnastics         | 2            |                 | F,W,S                      | M,W,F       | 12:00       |                          |
| KINE 261H – Professional Preparation in: Swimming           | 2            |                 | F,S                        | M,W,F       | 1:20        |                          |

**Two (2) Units Chosen From:**

|                                                      |   |  |               |     |       |  |
|------------------------------------------------------|---|--|---------------|-----|-------|--|
| KINE 261B – Professional Preparation in: Badminton   | 2 |  | W, (S 05, 07) | T,R | 12:00 |  |
| KINE 261G – Professional Preparation in: Racquetball | 2 |  |               |     |       |  |
| KINE 261J – Professional Preparation in: Tennis      | 2 |  | F, (S 06, 08) | T,R | 12:00 |  |

**Two (2) Units Chosen From:**

|                                                                     |   |  |   |       |       |  |
|---------------------------------------------------------------------|---|--|---|-------|-------|--|
| KINE 261E – Professional Preparation in: Golf                       | 2 |  | S | T,R   | 8:00  |  |
| KINE 261K – Professional Preparation in: Track & Field              | 2 |  | F | M,W,F | 9:20  |  |
| KINE 261L – Professional Preparation in: Aerobic Exercise           | 2 |  | W | M,W,F | 10:40 |  |
| KINE 261M – Professional Preparation in: Martial Arts               | 2 |  | S | M,W,F | 10:40 |  |
| KINE 261N – Professional Preparation in: Strength &<br>Conditioning | 2 |  | F | M,W,F | 10:40 |  |
| KINE 261O – Professional Preparation in: Yoga                       | 2 |  | W | M,W,F | 9:20  |  |

**Eight (8) Units Chosen From:**

|                                                          |   |  |     |       |       |  |
|----------------------------------------------------------|---|--|-----|-------|-------|--|
| KINE 263A – Professional Preparation in: Basketball      | 2 |  | F,W | T,R   | 10:00 |  |
| KINE 263B – Professional Preparation in: Football (Flag) | 2 |  | F   | M,W,F | 9:20  |  |
| KINE 263C – Professional Preparation in: Soccer          | 2 |  | F,S | T,R   | 12:00 |  |
| KINE 263D – Professional Preparation in: Softball        | 2 |  | S   | T,R   | 10:00 |  |
| KINE 263E – Professional Preparation in: Volleyball      | 2 |  | W,S | M,W,F | 9:20  |  |

| <b>PEDAGOGY CONCENTRATION<br/>UPPER DIVISION (16 UNITS)</b> | <b>UNITS</b> | <b>PREREQ'S</b> | <b>QUARTER<br/>OFFERED</b> | <b>DAYS</b> | <b>TIME</b> | <b>QUARTER<br/>TAKEN</b> |
|-------------------------------------------------------------|--------------|-----------------|----------------------------|-------------|-------------|--------------------------|
| KINE 323 – Sociology of Physical Activity                   | 4            |                 | F,W,S                      | M,W,F       | 8:00        |                          |
| KINE 324 – Psychology of Physical Activity                  | 4            |                 | F,W,S                      | T,R         | 12:00       |                          |
| KINE 472 – Program Design in Physical Education             | 4            |                 | F,W                        | M,W,F       | 12:00       |                          |
| KINE 473 – Instructional Strategies in Physical Education   | 4            |                 | W                          | M,W,F       | 10:40       |                          |



## FEE RECEIPT INSTRUCTIONS

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All applicants are required to pay the \$75 non-refundable processing fee via one of the methods below.

NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

### IN PERSON

Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). **Due to the current COVID-19 situation, the pay in-person option is not available.**

### ON-LINE (MyCoyote Account)

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

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/>
- 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

### ON-LINE (Without MyCoyote Account)

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) following these steps:

- 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