

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

---

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

1. You must complete the online University Application (csumentor.edu) to be admitted as a Graduate Student. You will need to submit transcripts from each institution attended (with the exception of California State University, San Bernardino) to Graduate Admissions by the deadline for that quarter.
  2. Program Admissions Application.
  3. Advising Form – You will need to either attend an information session or schedule an appointment with a Single Subject Advisor to obtain this form and submit with your Program Admissions File.
  4. 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 signature in order for it to be accepted.***
  5. 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.
  6. 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.
  7. 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.***
  8. Verification of Subject Matter Competency – You must submit a photocopy along with your official CSET Score Report verifying that you have passed all subtests for your subject area. Your official score report will be returned to you. If you completed an approved subject matter preparation program, at an institution other than California State University, San Bernardino, you will need to bring in an original letter from that institution signed by their authorized Credential Analyst.
  9. 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)
  10. 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 Single Subject Credential Program.
  11. \$35 Program Admissions Filing Fee – This fee must be paid either on-line through MyCoyote or in person at the Bursar Office. Please note, that if you pay this in person at the Bursar Office you will be required to show them a Fee Receipt.
-

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

---

1. Single 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. Pre-Service Coursework – You must successfully complete the following courses:
  - ESEC 407: Secondary School Teaching
  - ESEC 410: Adolescent Development & Learning
  - ESEC 413: Language Interaction in the Classroom
  - ESEC 550A: Student Teaching Experience

NOTE: If you substitute any of your program coursework you may be held to HSCI 100 and ESPE 350.

## 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:

\_\_\_\_\_

\_\_\_\_\_

<b>EVALUATOR</b>			
_____ 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:

\_\_\_\_\_

\_\_\_\_\_

<b>EVALUATOR</b>			
_____	_____	_____	
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

The CSUSB non-refundable processing fee may be paid using one of the following payment methods or additional options may be located at the Bursar website at <http://admnacct.csusb.edu/bursar.htm>.

1. Submit a completed *Fee Receipt* directly to the Bursar (UH-35) with payment (*cash, check, money order, traveler's check, cashier's check or pin based ATM are acceptable*). NOTE: The *Fee Receipt* (stamped by the Bursar) will need to be submitted to Program Admissions with your Program Admission File.
2. Pay on-line via MyCoyote with an electronic check or credit card (2.9% convenience fee) via *American Express, Discover and Mastercard accepted (Visa is not accepted)*.

### MyCoyote Payment Instructions:

- Sign in to your MyCoyote account via the CSUSB home page at <http://www.csusb.edu> (Coyote ID & password required)
- Select SB Make Payments
- Select Pay Fees via eCheck or Credit Card
- Select Make Payment
- Select Program Admissions File Fee
- Select Add to Basket
- Select Checkout and make your payment option

NOTE: A copy of the MyCoyote confirmation page and a complete *Fee Receipt* will need to be submitted with your Program Admission File.

### PERSONAL INFORMATION

Student Identification Number:		
Last Name, First Name, M.I.		
Address, City, State, Zip		
Home Phone:	Work Phone:	Cell Phone:
CSUSB Email Address:		

### SERVICE FEE

Select the SERVICE for which you are applying:
--