

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

The Program Admissions File (P.A.F.) is the formal application to the Single Subject Credential Program. The following requirements must be submitted by the program admission deadline date in order to be considered for admission to the program. NOTE: All P.A.F. contents cannot be retrieved or duplicated.

Requirements:

1. Advising Form

All applicants are required to obtain and submit a signed advising form from the Program Advisor verifying attendance of an information session. For a list of available dates and times, please refer to the Information Sessions webpage at <http://coe.csusb.edu/info-sessions>.

2. Two Recommendation Forms

All applicants are required to submit a [Recommendation Form](#) from two individuals (*not a family member*) who are able to evaluate and address the applicants scholastic performance and suitability for teaching. **NOTE: Letters of recommendation will not be accepted in lieu of the required Recommendation Forms.**

1. Negative Tuberculosis (TB) Test Results

All applicants are required to submit verification of a valid negative TB test results via one of the following options:

- An official immunization record stamped by the healthcare provider.
- An official letterhead signed by the healthcare provider (Risk Assessment Questionnaires are not acceptable).

NOTE: Negative TB test results are valid for four years from the date the test was read and must remain valid for the duration of the program.

2. Certificate of Clearance

All applicants are required to submit verification from the Commission on Teacher Credentialing (C.T.C.) of the issuance of a valid California Certificate of Clearance, credential or permit.

3. Official Transcripts

All applicants are required to submit an official transcript from each institution attended with the exception of California State University, San Bernardino directly to the Jim and Judy Watson Student Services Office (CE 102) by the program deadline date.

4. **Subject Matter Competency**

All applicants are required to submit verification of Subject Matter Competence via one of the following options:

- Official letterhead signed by the authorized institution of Higher Education credential personnel verifying successful completion of a C.T.C. approved subject matter competency program or approved equivalent.
- Official copy of the valid CSET Electronic Score Report (unique bar code required). If examination results were not sent to the applicant via electronic score report with the required unique barcode you will be required to submit your official score report directly to the Jim and Judy Watson Student Services Office (CE 102) by the program deadline date.

NOTE: Passage of all subtests is required.

5. **Basic Skills Requirement**

All applicants are required to submit official verification of successful completion of the Basic Skills Requirement directly to the Jim and Judy Watson Student Services Office (CE 102) by the program deadline date via one of the following options:

- Official California Basic Educational Skills Test (CBEST)
- Official CSU Early Assessment Program (EAP)
- Official CSU English Placement Test (EPT) and the Entry Level Math (ELM) Test
- Official official SAT or ACT score report
- Official College Board Advanced Placement Examinations

NOTE: CBEST examination results that were sent via electronic score report with the required unique barcode can be uploaded via the document tab.

6. **Grade Point Average (G.P.A.)**

All applicants must have a cumulative G.P.A. of a 2.67 or a 2.75 in their last 90 quarter units.

Mandatory Faculty Interview:

All applicants who have submitted a complete P.A.F. will receive notification (within 10 business days from the date of submission) via MyCoyote email to set-up a **mandatory** faculty interview. Applicants will not be considered for admission to the program without the faculty interview.

