CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

Single Subject Credential
Program Admission Requirements

To apply to the Single Subject Credential Program, complete the on-line application at Cal State Apply, https://www2.calstate.edu/apply as a Post-Baccalaureate. A $70 fee is required for this application. NOTE: The following list of program documents must all be uploaded to Program Materials (quadrant 4) of the on-line application by the program deadline in order to be considered for admission to the program.

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. *(Upload your advising form under the header "OTHER"on Cal State Apply.)*

2. **Transcripts** (Unofficial and Official)

Unofficial: All applicants are required to upload UNOFFICAL transcripts from every college or university attended. Exception: If you are a CSUSB graduate, upload a note indicating you received your degree at CSUSB.

Official: Applicants are also required to submit (1) OFFICIAL transcript from every college or university attended, with the exception of California State University, San Bernardino graduates. However, if applicant attended another institution after CSUSB, official transcripts from the institution(s) will also be required.

If applicable, official transcripts should be submitted by the program deadline date via one of the following options:

- In person or by mail to

  CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
  Jim and Judy Watson COE Student Services | CE 102
  5500 University Parkway, San Bernardino, CA 92407

- Email Electronic Transcripts to **ami.thomas@csusb.edu** via an official transcript delivery service.

  NOTE: Applicants who earned their degree from a foreign country must submit a foreign transcript evaluation from a state approved agency to Jim & Judy Watson Student Services, CE 102.

3. **Basic Skills Requirement**

All applicants are required to submit official verification of successful completion of the Basic Skills Requirement 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 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 Basic Skills Requirement section below. All other forms of tests, must be directly submitted to the Jim & Judy Watson Student Services Office (CE 102).

4. **CSET Single Subject Test / Subject Matter Competency**

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

- 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.***
- Official letterhead signed by the authorized institution of Higher Education credential analyst verifying successful completion of a C.T.C. approved subject matter competency program or approved equivalent.

5. **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. For instructions on how to complete a Certificate of Clearance visit, https://www.csusb.edu/sites/default/files/upload/file/cl900.pdf.

6. **Tuberculosis (TB) Test Results**

All applicants are required to submit verification of tuberculosis test results via one of the following options:

- Negative chest x-ray, the verification must include your name, the administering agency information, date a chest x-ray was performed and must specify a negative result.
- Negative TB test, the verification must include your name, the administering agency information, date the test was administered, date the test was read and must specify a negative result.

*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. *Risk Assessment Questionnaires are **not** acceptable.*

7. **Recommendations**

All applicants are required to enter the names and email addresses of a minimum of two recommenders (not a family member) who are able to evaluate and address the applicant's scholastic performance and suitability for teaching. These recommendations are required to be submitted by the program deadline date. *NOTE: Letters of recommendation will not be accepted.*

8. **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 or 60 semester units.

Mandatory Faculty Interview

After complete applications have been reviewed, qualified applicants will receive notification (within 10 business days from the date of completion) via MyCoyote email to set-up a faculty interview. Applicants will **not** be considered for admission to the program without the interview.