Single Subject Credential Admissions Checklist

To apply to the Multiple Subject Credential Program, complete the online application at **Cal State Apply**, as a post-Baccalaureate. A $70 fee is *required* for this application. The following list of program documents should be uploaded to the Program Materials (quadrant 4) of the online application.

☐ **Transcripts:** <u>Unofficial</u>: All applicants are required to upload unofficial transcripts from every college or university attended. <u>Official</u>: Applicants are required to submit an official transcript from every college or university attended. Exception: CSUSB graduates do not need to provide official transcripts, unless the applicant attended another institution after graduating from CSUSB. Official transcripts should be submitted by the first semester by one of the following methods:

- Request official transcripts be electronically forwarded from the institution to CSUSB's Graduate Admissions office, gradadmissions@csusb.edu.
- In-person or by mail to:
  California State University, San Bernardino
  Office of Graduate Studies, CE-356
  5500 University Parkway, San Bernardino, CA 92407

Applicants who earned their degree from a foreign country must also upload a copy of your **foreign transcript evaluation agency approved by CTC** to Cal State Apply.

☐ **Basic Skills Requirement (BSR):** The requirement is met by completion of a bachelor's degree or higher from a regionally accredited institution of higher education.

☐ **Subject Matter Requirement (SMR):** All applicants should demonstrate proficiency in the subject matter area of their intended credential prior to the start of student teaching or internship.

1. Successful completion of a bachelor's degree or higher from a regionally accredited institution of higher education. Degree must be in an academic major that is an exact match to the title of the content area of the credential.
2. Completion of a subject matter program approved by Commission on Teacher Credentialing. Non-CSUSB graduates must submit a Subject Matter Completion Letter with application.
3. Passage of a subject matter examination in Single Subject (the **California Subject Examination for Teachers or CSET**). Exam scores must be used for certification purposes within ten years of the passing test date.
4. Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements adopted by the Commission in a content area of the credential pursuant to Section 44282, as verified by a Commission-approved program of professional preparation.
5. Applicants may use a combination of coursework and CSET exam(s) that meets or exceeds the subject matter domains.

☐ **Certificate of Clearance:** Submit verification from the Commission on Teacher Credentialing (C.T.C.) of the issuance of a valid California Certificate of Clearance, credential, or permit. Visit the CTC website for instructions on how to complete a **Certificate of Clearance**. Live Scans will not meet this requirement.

☐ **Tuberculosis (TB) Test Results:** Submit verification of a negative tuberculosis test, including your name, the administering agency information, date the test was administered, date the test was read and specify a negative result or a **Negative TB Verification Form**. TB tests are valid for four years from the date the test was read and must remain valid for duration of the program. Risk Assessment Questionnaires will not meet this requirement.

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☐ **Two Recommendations:** Applicants must enter the names and email addresses of two recommenders (not a family member) on **Cal State Apply**, who are able to evaluate and address the applicant's scholastic performance and suitability. Letters of Recommendation will not be accepted.

☐ **Grade Point Average (G.P.A.):** Applicants should possess a cumulative GPA of a 2.5 or a 2.5 in their last 90 quarter or 60 semester units.

All applicants are strongly encouraged to attend a Single Subject Information Session. During these sessions, you'll receive an overview of the program, admission requirements, steps to apply, tuition cost, financial aid, etc.

Bilingual Added Authorization: If you're considering the **Bilingual Added Authorization**, all applicants are required to obtain and submit verification of approval from the Bilingual Added Authorization Program Co-Coordinator, Dr. Nena Torrez or Dr. Jordi Solsona-Puig. Please contact Dr. Solsona-Puig (Jordi.solsona-puig@csusb.edu) or Dr. Torrez at (ntorrez@csusb.edu) should you need more guidance.