



GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center
1600 Holloway Avenue
Burk Hall 244
San Francisco, CA 94132-4158
Telephone: 415/405-3594
Fax: 415/338-1940
Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

MULTIPLE SUBJECT CREDENTIAL PROGRAM GENERAL INFORMATION

FALL DEADLINE: March 1

SPRING DEADLINE: November 1

Please note that the application process requires TWO separate applications, one to the Credential Program (Burk Hall 244) and one to SF State (CSU Mentor). Both the Credential Program Application and the CSU Graduate Application are due by the above deadlines. **Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.**

ATTEND AN INFORMATION MEETING

The Credential and Graduate Services Center holds meetings regularly. Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a credential program. Explanation of the requirements, a description of the program, and timelines are discussed. All applicants are strongly encouraged to attend an information meeting. Visit our website <http://gcoe.sfsu.edu/events/information-session> for the schedule and information on how to reserve a seat.

REQUIREMENTS FOR THE MULTIPLE SUBJECT CREDENTIAL PROGRAM

University Requirements:

- Online Graduate Application
- Application fee \$55.00
- Official transcripts from all colleges or universities attended

Multiple Subject Credential Program Requirements:

- Program application
- Application fee \$25.00 (non-refundable)
- Official transcripts from all colleges or universities attended
- Bachelor's Degree must be posted before starting the program
- GPA: 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units
- Statement of Purpose
- Resume or Curriculum Vitae
- Early Field Experience in a California public classroom setting
- Letters of recommendation (minimum of three)
- Fulfill Subject Matter Competency Requirements
- Fulfill Basic Skills Requirement
- Fingerprint Clearance (Livescan and Certificate of Clearance)
- Negative Tuberculosis [TB] test or chest x-ray (must be valid at the time of application and while in the program)

ADMISSION PROCEDURES

Faculty will interview applicants with complete applications who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by mail 2 to 3 weeks after the application deadline. Applicants who will be **recommended** for admission will be notified by mail 2 to 3 weeks after the interview. There will be a mandatory orientation in late January for Spring applicants and late August for Fall applicants.

CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION:

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University. The application can be filled out online at <https://secure.csumentor.edu/>.

PLEASE NOTE: Effective for the Spring 2018 application period: contact the Credential and Graduate Services Center after August 1st, 2017. The CSU system will be changing their web application platform. Contact us for more information at that time.

2. **FEE:** There is a **\$55.00** fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you've submitted your application.
3. **TRANSCRIPTS:** Submit one official set of sealed transcripts from *every* college or university attended to the SF State Graduate Admissions, ADM 250, 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to your and submitted either in person or by mail as one packet. If you have previously attended SF State, you *may* not need to send transcripts. Please check with Graduate Admissions regarding their policies.
4. **TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact the Graduate Admissions directly. There may be additional requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

CREDENTIAL PROGRAM REQUIREMENTS FOR ADMISSION:

1. **CREDENTIAL PROGRAM APPLICATION:** Complete the Multiple Subject Credential Program Application.
2. **PROCESSING FEE:** There is a **\$25.00 non-refundable** fee for this application. This can be paid at the Bursar's Office prior to submitting the program application. The Bursar will stamp the payment slip included in the program application. If you cannot pay in person, a check or money order payable to SF State can be attached to the fee slip.
3. **TRANSCRIPTS:** Submit one official set of sealed transcripts from *every* college or university attended. This is in addition to transcripts for the CSU Graduate application. You should collect all official transcripts and submit them with the program application. SF State transcripts can be unofficial copies accessed through your Student Center. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of approved agencies <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.
4. **DEGREE:** Applicants must have earned a bachelor's degree or higher, except in professional education (i.e., secondary education), from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor's degree from a US regionally accredited institution. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and submit updated transcripts once the degree has been awarded.
5. **GPA:** Applicants for admission should have attained a grade point average of at least 2.67 in all baccalaureate and post baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units or 90 quarter units.
6. **STATEMENT OF PURPOSE:** Submit a typed essay (1-3 pages double spaced). Some questions to consider when formulating your essay: Why do you want to be a teacher? What experiences have prepared you to teach in a linguistically diverse, urban setting? What personal qualities do you possess and what experiences have you had that prepared you to work in a collaborative environment such as an elementary school or a cohort in the Multiple Subject Program?
7. **EARLY FIELD EXPERIENCE (EFE):** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience *prior* to application. The 45 hours can be met by volunteering, substitute teaching, or working in a general education classroom in a California public elementary school **OR** 12 hours of partial EFE from a preschool (ages 3-5), transitional kindergarten (TK), or after school program are accepted **PLUS** 33 hours Kindergarten – 5th Grade. The classroom should be culturally and linguistically diverse, meaning that at least **one third of the students are English Language Learners**. For applicants seeking bilingual authorization, this experience should take place in a bilingual elementary classroom (Chinese or Spanish). The intention is for applicants to gain some exposure to and familiarity with the role of the teacher, the student age group, the current curriculum standards, and the public school environment. The experience should be met within the last five (5) years.

EARLY FIELD EXPERIENCE (CONTINUED): Agencies that can assist you in finding early field experience locations are Pacifica School Volunteers (<http://pacificaschoolvolunteers.org/>) or San Francisco School Volunteers (<http://sfedfund.org/>). You may also call your local school district for more options. The Credential and Graduate Services Center has additional resources for volunteer placement programs. Experience in private schools, special education, higher education, religious education, or outside the United States will not meet this requirement.

A letter of recommendation from the teacher or supervising site administrator must verify this experience. The letter should briefly describe the classroom composition, including the cultural background of the students, and the classroom environment, including grade level. The letter should also state how the applicant was involved in the classroom, including qualitative comments about the applicant’s performance in the classroom, especially noting the applicant’s effectiveness in a linguistically and culturally diverse classroom. **The letter must be on letterhead and have an original wet signature.** A sample letter is attached on Page 5. *This letter also counts as one of the three required letters of recommendation.*

8. LETTERS OF RECOMMENDATION: A minimum of 3 letters is required. The Early Field Experience letter can count as one of the necessary letters of recommendation. Letters should address the applicant’s character, aptitude for teaching, work ethic, or academic ability, et cetera. Additional letters will also be accepted to augment the application. **Letters must be on letterhead and have original wet signatures.** *Letters from relatives and letters more than five years old will not be accepted.* Applicants should collect all letters and include them in the application packet.

9. SUBJECT MATTER COMPETENCY: The Credential Program does not provide further preparation in a subject area. Knowledge of the subject should be mastered before beginning a credential program.

- **Passing the CSET: Multiple Subject Subtests I, II, and III is strongly recommended for admission into the credential program.** *Photocopies* of all exam scores should be included with the Program Application, even if you have requested the testing company send the scores to SF State. For information and registration go to <http://www.ctcexams.nesinc.com/>.

- A. You must show proof that you have registered and attempted to pass the CSET when you submit your application.
- B. If you have not passed by the time the semester begins, you must register for our EED 642 CSET Prep Course (3 units).
- C. You must pass all of the CSET before starting full-time student teaching.
- D. CSET Multiple Subjects I, II, and III is valid for 5 years.

10. BASIC SKILLS REQUIREMENT: Choose one of the following options to fulfill this requirement.

- A. **CBEST (California Basic Skills Examination):** Submit a *photocopy* of the results. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CBEST.asp.
- B. **Out-of-State Basic Skills Examination:** Submit a *photocopy* of the results. Not all states’ Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.
- C. **CSET: Multiple Subjects Plus Writing Skills:** Submit a *photocopy* of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests the Basic Skills Requirement. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101.
- D. **Other Options for Satisfying the Basic Skills Requirement (see chart below):**

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program	“College Ready” or “Exempt”	“College Ready” or “Exempt”
CSU Placement (EPT & ELM) Exams	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
Advanced Placement (AP) Exams	Score of 3 or above on either: - Language and Composition - Literature and Composition	Score of 3 or above on either: - Calculus (AB or BC) - Statistics
<i>California Commission on Teacher Credentialing will accept a combination of scores from the EAP and the EPT/ The ELM examinations to meet the Basic Skills Requirement as long as the individual passes a section of English and a section of Mathematics.</i>		

- 11. CERTIFICATE OF CLEARANCE:** In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All participants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) **OR** submit proof of prior completion of the same clearance. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. For instructions on applying for the Certificate of Clearance see page 6. *District or other job related clearance is not acceptable, however, for student teaching purposes districts may require additional fingerprint clearance.*
- 12. TUBERCULOSIS (TB) TEST:** TB test verification should be a photocopy of a note or card from a doctor. A negative skin test or a clear chest x-ray is acceptable. Verification should be valid at the time of application and while in the program. The term of validity for a negative skin test is four years and five years for the clear chest x-ray.

ADDITIONAL CREDENTIAL REQUIREMENTS:

These can be completed after admission and before earning your credential:

- **Completion of U.S. Constitution Exam:** You may satisfy the U.S. Constitution requirement either by coursework or examination. Those who earned a bachelors degree from a CSU campus have already met this requirement. Check with the Credential and Graduate Services Center to see if you have met this requirement and for a list of fulfillment options. *Interns must complete this requirement before applying for the Intern Credential.*
- **CPR:** You must have current training in administering CPR to adults, children, and infants at the time of application to the Commission on Teacher Credentialing.
- **RICA or Reading Instruction Competence Assessment:** This test should be taken after taking E ED 782, Teaching Reading Language Arts. See <http://www.ctcexams.nesinc.com/> for registration information.
- **Educational Teaching Performance Assessment:** All Multiple Subject credential candidates are required to pass this assessment. Instructions and details regarding EdTPA are provided upon admission into the program.

SF STATE GRADUATE COLLEGE OF EDUCATION PROGRAM FILE USE AND STORAGE POLICY

All materials submitted to SF State become the property of SF State and will not be returned. Applicants should make copies for personal use before submitting materials to SF State.

Files of applicants who were denied entrance to a program or who chose not to enroll in the program the semester for which they were admitted will be kept for one year. Requests to reapply and have previous application materials use for future semesters must be made in writing and submitted according to published application deadlines.

Upon recommendation by SF State to the Commission on Teacher Credentialing for award of Preliminary or Clear credential, all materials not directly related to the application for the credential or SF State accreditation will be destroyed. A record of the application and recommendation for the Preliminary or Clear credential and supporting documents will be stored for 10 years. Consult the SF State Registrar for information about University transcript policies.

SAMPLE EARLY FIELD EXPERIENCE LETTER OF RECOMMENDATION:

MUST BE ON SCHOOL/OFFICIAL LETTERHEAD



Cesar Chavez Elementary School

825 Shotwell Street
San Francisco, CA 94110

September 29, 2015

To whom it may concern:

I am writing to verify that (applicant name) has volunteered for at least 45 hours in my (grade) classroom since (date). My classroom is comprised of diverse students, primarily Hispanic/Latino, but also including Asian Americans, African Americans and Filipino-American students. My students also have diverse needs, such as (_____).

I am also writing to evaluate (applicant's) performance. There are several ways in which s/he has helped in my classroom: (_____, _____, and _____). I observed (applicant) interacting with students and noticed that (_____). Based on his/her performance in my class, I believe that (applicant) has the potential to be an effective teacher because of the following qualities: (_____, _____, and _____). One area that the (applicant) might focus on for improvement is (_____). Finally, I would like to note that (applicant) demonstrated a (fair/good/excellent) work ethic. For example, (_____).

If you have any further questions, please do not hesitate to call me at 415/123-4567 or email me at (teacher@yahoo.com).

Sincerely,

(ORIGINAL HANDWRITTEN WET SIGNATURE – digital, scanned or electronic signature is not accepted)

A. Teacher

CERTIFICATE OF CLEARANCE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

- Complete the CTC-specific 41-LS LiveScan form (<http://www.ctc.ca.gov/credentials/leaflets/41-ls.pdf>). Take two copies to a LiveScan Station for your fingerprints to be taken. To get your fingerprints taken at San Francisco State University Police Department, please call 415/338-6043 to make a LiveScan appointment.
- If you already have a Certificate of Clearance OR a CTC credential (i.e., Substitute Permit, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the below process.
- *If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.*

COMPLETE THE ONLINE APPLICATION AT THE CTC WEBSITE

- Apply for the Certificate of Clearance (COC) using the Web Application Process at the CTC website (www.ctc.ca.gov)
 - A. Click the **Credentialing Information** navigation button
 - B. Select the **Educator Login** button to begin your application.
 - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.
 - D. When your personal profile is complete, click **Next**
 - E. Click on the **Create New** button under *Web Applications* to start your application for the Certificate of Clearance
 - F. Select the Certificate of Clearance from the drop-down menu; review the checklist verifying you meet all requirements for the document, print it, and then click **Next**
 - G. Read the Discloser Page for the Professional Fitness questions and click **Next**
 - H. Answer each of the Professional Fitness questions, complete the Oath and Affidavit, and click **Submit Payment**
 - I. On the next page, click the **Process Payment** button to move forward
 - J. The display shows the document applied for and the amount to pay. Click **Continue**
 - K. 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**
 - L. Verify all the payment information is correct, including email address. Click **Complete Payment**
 - a. *Do not click the Complete Payment button more than once*
 - M. Use the link provided to obtain a printable receipt for your reference and personal records
- **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.**
- Once your COC is processed it can be printed from the Internet. After two weeks, log into the Education’s Page on the CTC website <http://www.ctc.ca.gov/credentials/default.html> to check your application status.
- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. ***The printed document must have your name, document number, and the issuance date listed.***

GENERAL ADMISSION INFORMATION

PRE-ADMISSION

SF STATE STUDENT ID

You will be issued an SF State student ID after you apply to the University via CSUMentor. It will be sent to you in an email from Graduate Admissions. If you were previously a student at SF State you have already been used an ID number and it will remain the same. Social Security Numbers are no longer used. **Please Note: ALL correspondence or phone messages with the Credential Services MUST include your student ID number. This number should be on all documents submitted.**

SF STATE PASSWORD

Your SF State password is created by you, not assigned by the University. Once you receive an ID you can create a password or you can reset your password by clicking on the following link <http://www.sfsu.edu/online/troubletips.htm>.

CHECKING ADMISSION STATUS

You can check your graduate admission status at any time once you apply to the University via CSUMentor. You will need your SF State ID and password to log in. This status reflects only your application to the University. It does not reflect your department status. You can access this information online via your Student Center.

MySFSU

MySFSU allows you to access your Student Center. Student Center is an online portal for SF State students to access a variety of items including: sign in and register for classes, update your address, open or update your email account, access your grades, class schedule, unofficial transcript, test score report, financial statement and more (<http://www.sfsu.edu/login.htm>).

WITHDRAWAL PRIOR TO ADMISSION

If you choose to withdraw from the Admission Process please inform the Credential and Graduate Services Center in writing (an email will suffice) to the Credential Admissions Office at credntry@sfsu.edu. The Admission Analyst will then inform the department and Graduate Admissions.

REAPPLICATION

If you are denied admission, you withdraw, or did not enroll the semester you were admitted and would like to reapply, you need to do the following things: reapply to the University using CSUMentor, submit the one-page program application, repay the department application fee and submit any missing or updated items to the Credential and Graduate Services Center (Burk Hall 244) by the program deadline. Let Credential Admissions know you would like to reapply, at least three months before, in writing by emailing (credntry@sfsu.edu). Please note: Once you reapply, you are subject to any new policies and/or program requirements.

ADMISSION NOTIFICATION

An applicant will only be admitted to a Credential Program if all the requirements at both the University and the Department levels are met. Simply meeting the requirements does not guarantee admission into the credential program. You will be recommended for admission only AFTER these requirements are completed. ***The letter sent from the Credential Admissions office is not official admission to the University.*** It is only to inform you of the department's recommendation for admission. ***You will be notified of formal admission by the Graduate Division via a letter from the Dean of Graduate Studies.***

MANDATORY ORIENTATION

The Mandatory Orientation is given by the department in late January for Spring Applicants and late August for Fall Applicants. You will be notified of the time and date by email and/or mail. You must RSVP directly to the Department of Elementary Education.

GRADUATE ADMISSIONS

INTENT TO REGISTER

For Graduate students the Intent to Register deadline that appears when you check your status is not applicable. Once you are admitted to the university you have ten days from that date to declare your Intent to Register. Declaring intent to register does not obligate you to pay tuition or register for classes if you choose to withdraw instead.

SF STATE EMAIL

You can open an SF State email account once you have been admitted. You can do this by logging on to MySFSU. Faculty may use your SF State email address, make sure to check it often or have your email forwarded. If you want to have your email forwarded from your SF State account you can do this in MySFSU.

IMMUNIZATION RECORDS

SF State students are required to submit proof of Measles, Mumps and Rubella (MMR) Immunization. Failure to comply with this requirement will result in a registration hold. Submit this paperwork to the Registrar, located in the Student Services Building. You can access these forms on the Registrar's website <http://health.sfsu.edu/content/vaccinations-and-immunizations>.

COURSE FEES

All credential students must pay course fees at the Credential rate. Course fees can only be paid once you have been formally admitted to the university. You can see the current fee schedule on the Bursar's website <http://www.sfsu.edu/~bursar/>. The fee deadline can be found at the Bursar's website as well.

REGISTRATION FOR CLASSES

Registration for those beginning a credential program is usually late July or early August. Students cannot register for classes before their 24-hour priority registration period. You can find out when your priority period is by logging into MySFSU and accessing your Student Center. **You will not be assigned a priority period before you are admitted.** You may also have to pay course fees before being assigned a registration period.

During your priority registration period you may add and drop classes via your Student Center. Once this period is over you can only add or drop during Open Registration. A schedule of open registration can be found on the Registrar's website <http://www.cel.sfsu.edu/openuniversity/register.cfm>.

WITHDRAWAL AFTER ADMISSION

If you choose to withdraw from the University, you must fill out a Petition to Withdraw from the University form <http://www.sfsu.edu/~admisrec/reg/formstoc.html> to receive a fee refund and to drop your classes. Then, inform your department, your student placement coordinator, your master teacher and your supervisor.

TRANSCRIPT HOLDS

If you are admitted to the University before your baccalaureate degree is posted or before you finish a course(s) at another University, you must submit a final transcript to SF State Graduate Admissions at any time during your first semester. If you do not, a hold will be placed on your record and you will not be able to register for your second semester classes. If you earned your degree at SF State, you do not need to submit any transcripts for work completed at SF State to the Graduate Admissions Office. Be sure to submit new transcripts showing your degree to the Credential and Graduate Services Center as well. The Credential and Graduate Services Center cannot recommend you for a credential without a transcript in your file that has a Bachelor's degree posted on it.

PRELIMINARY CREDENTIAL REQUIREMENTS

APPLYING FOR THE PRELIMINARY CREDENTIAL

During the semester you enroll in the last student teaching course in your program, you will receive an email from Credential Services with an application, instructions for applying and a checklist of what may be missing from your file. This email will arrive after the halfway point in the semester. Make sure your email is correct by checking your contact information on MySFSU. Processing priority is given by the date the complete application is received. Please note: If you are taking courses out of sequence or register late for your last student teaching course, you need to notify Credential Services; otherwise you will NOT receive a checklist and application.

The following are additional requirements for the preliminary credential that are not part of coursework:

US CONSTITUTION REQUIREMENT

You must meet the U.S. Constitution requirement either by course work or examination. *Those who have earned a Bachelor's Degree from a CSU campus have already met this requirement.* If you believe you have met this requirement through prior coursework at a non-CSU institution, the Credential and Graduate Services Center will review your transcript at your request. Please contact the CGSC for more information regarding additional fulfillment options.

CPR REQUIREMENT

You must complete training in administering CPR to adults, children and infants. Your CPR card must be valid at the time you apply for the award of your credential. SF State does not accept online course certification. Email credinfo@sfsu.edu for more information.

RICA

The Reading Instruction Competency Assessment (RICA) is for Multiple Subject Credential students only. This test should be taken after taking E ED 782 and E ED 737. See <http://www.ctcexams.nesinc.com/> for registration information.

LEVEL I TECHNOLOGY REQUIREMENT

You must complete foundational computer technology course work or pass an exam that includes general and specialized skills in the use of computers in educational settings. More information can be found at this website <http://goe.sfsu.edu/current-students/credential-forms> under Resources - How to Fulfill Level 1 Technology Requirement.

ADDITIONAL INFORMATION

CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (CLAD)

The Commission on Teacher Credentialing (CTC) governs teacher certification under the authority granted to it by the California State Legislature in Senate Bill 2042. SB 2042 includes stipulations under Assembly Bill 1059, which authorizes any holder of a preliminary credential to teach English Language Learners or in classrooms previously designated as “CLAD”. This means that holders of a SB 2042 credential do NOT have to complete a separate (or an additional) CLAD program nor take the California Teacher of English Learners (CTEL) Examination.

APPLYING FOR TEACHING JOBS

The Credential and Graduate Services Center does not provide job placement services. However, CGSC collects job postings and district information sent to the office. You may also stop by the office (Burk Hall 244) to look at employment binders during office hours. Another resource for job postings is www.edjoin.org. Many California school districts post jobs on this website. EdJoin is operated by the California County Superintendents Educational Services Association and all questions about the site should be directed to them.

CONTACT INFORMATION

Office Name	Resources	Location/Hours	Phone, Fax, Web, Email
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Ask general questions - Research/view job openings - Pick up/Drop off applications - View credential program file 	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-338-3594 F: 415-338-1940 http://gcoe.sfsu.edu/credinfo@sfsu.edu
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Get scholarship information - Turn in graduate forms 	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-338-2389 retta@sfsu.edu
Department of Elementary Education	<ul style="list-style-type: none"> - Meet with Department Chair - Get E ED course information - Drop off mail for faculty 	Burk Hall 179 Monday – Thursday 9:30 – 12:00, 1:00 – 6:00 PM Friday 9:30 – 12:00, 1:00 – 5:00 pm	P: 415-338-1562 F: 415-338-0567 http://gcoe.sfsu.edu/eedelemed@sfsu.edu
Intern Credential Program	<ul style="list-style-type: none"> - Clarify Intern admission procedures - Submit program application 	(Contact directly for office hours and location)	P: 415-338-7636 jarce@sfsu.edu
Division of Graduate Studies (Graduate Admissions)	<ul style="list-style-type: none"> - Check student standing 	Administration 250 Monday – Friday 9:00 AM – 5:00 PM	P: 415-338-2234 F: 415-405-0340 http://grad.sfsu.edu/gradstdy@sfsu.edu
Financial Aid	<ul style="list-style-type: none"> - Information on state and federal financial aid programs 	One-Stop in Student Services Building 9:00 AM – 4:30 PM	P: 415-338-7000 F: 415-338-0949 http://www.sfsu.edu/~finaid/finaid@sfsu.edu
Bursar’s Office	<ul style="list-style-type: none"> - Pay registration and other fees - Access payment directions and deadlines 	Administration 155 & One-Stop, Student Services	P: 415-338-1281 F 415-338-7717 http://www.sfsu.edu/~bursar/bursar@sfsu.edu
Career Center	<ul style="list-style-type: none"> - View job postings - Receive resume help - Career fair information 	Student Services 206 Monday – Friday 8:30 AM – 4:30 PM	P: 415-338-1761 F: 415-338-2979 http://www.sfsu.edu/~career/careerct@sfsu.edu
The Cahill Learning Resources and Media Laboratory	<ul style="list-style-type: none"> - View/check out books and videos - Use media equipment - Utilize study space 	Burk Hall 319 Monday – Friday Call Lab for Office Hours	P: 415-338-3423 http://gcoe.sfsu.edu/cahill/



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Website: <http://gcoe.sfsu.edu/>

MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION PACKET

FALL DEADLINE: April 1

SPRING DEADLINE: November 1

We will accept department applications in person on or before the deadline date, or postmarked on or before the due date.

This deadline is the same date from year to year. If the deadline falls on a weekend, department applications will be accepted the next working day following the deadline. *Please note that the University Graduate application must be submitted online on or before the deadline regardless of what day the deadline falls.*

For an explanation of requirements, see the Multiple Subject General Information Packet.

Turn in ALL application materials together in one packet by the deadline
Make sure your full name appears clearly on every document.

SUBMIT PROGRAM APPLICATION MATERIALS TO:

Credential Services Office **ATTN: Credential Admissions – MSP**
Graduate College of Education - Burk Hall 244
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4158



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Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION CHECKLIST

CSU GRADUATE APPLICATION

- CSU Graduate Application**
To be completed online at www.csumentor.com. Please submit this prior to submitting a department application.
No proof of this application needs to be submitted to the department.
- Graduate Application Fee \$55.00**
- Official transcripts from all colleges or universities attended**
Full set of official, sealed transcripts submitted to SF State Graduate Admissions.

International applicants will need to see the Graduate website (<http://grad.sfsu.edu/>) for further requirements.

MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION PACKET

Include all of the following items in one large envelope:

- Multiple Subject Credential Program Application**
Including Early Field Experience supplementary form
- Processing Fee \$25.00 (non-refundable)**
Submit the fee slip (included in application packet) either stamped by the SF State Bursar OR completed with a check made out to SF State attached.
- Official transcripts from all colleges or universities attended**
Full set of official, sealed transcripts
- Statement of Purpose**
1-3 pages, double-spaced
- Resume or Curriculum Vitae**
List educational accomplishments, work experience and any pertinent volunteer service
- Letters of recommendation (minimum of three)**
One letter should verify **Early Field Experience**. All letters must be on official letterhead with original signatures.
- Subject Matter Competency Requirement**
For the CSET submit either a **photocopy** of the official test scores OR proof of registration for the next available test.
- Basic Skills Requirement**
Submit a **photocopy** of the official test scores OR proof of registration for the next available test.
- Fingerprint Clearance**
Submit **only** Certificate of Clearance printed from the CTC website which includes your name, document, number, and issuance date OR copy of current credential or Child Development Permit.
- Negative TB test**
Submit **photocopy** of negative test results. This can either be the skin test or the check x-ray results.



GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center
1600 Holloway Avenue
Burk Hall 244
San Francisco, CA 94132-4158
Telephone: 415/405-3594
Fax: 415/338-1940
Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

CONTACT INFORMATION

SSN: _____ SFSU ID: _____ Date of Birth: _____

Name: _____

Mailing Address: _____ Apartment/Unit #: _____

Phone: _____ Alternate Phone: _____ Email: _____

ACADEMIC INFORMATION

Degrees earned or in progress:

Bachelor's Degree: Date (to be) granted: _____ Academic Major: _____

Institution: _____

Master's Degree: Date (to be) granted: _____ Academic Major: _____

Institution: _____

MULTIPLE SUBJECT PROGRAM OPTIONS

Please indicate your choice: [One Calendar Year Program OR Three-Semester Program]

- | | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Semester: | <input type="checkbox"/> Multiple Subject Credential – One Calendar Year
[Program Sequence: Fall and Spring] |
| <input type="checkbox"/> Fall | <input type="checkbox"/> Multiple Subject Credential – Early Childhood Education Focus
[Program Sequence: Fall and Spring] |
| <input type="checkbox"/> Spring | <input type="checkbox"/> Multiple Subject Credential – Three Semester Program
[Program Sequence: Fall-Spring-Fall or Spring-Fall-Spring] |
| Year: | <input type="checkbox"/> Multiple Subject Credential – Three Semester Program with Bilingual Authorization
[Program Sequence: Fall-Spring-Fall or Spring-Fall-Spring] |
| _____ | <input type="checkbox"/> Spanish (<i>Applicants must be proficient in Spanish</i>) |
| | <input type="checkbox"/> Cantonese (<i>Applicants must be proficient in Cantonese</i>) |
| | <input type="checkbox"/> Mandarin (<i>Applicants must be proficient in Mandarin</i>) |

APPLICANT SIGNATURE

I have read and understood the instructions and information given to me in this document. All information I am submitting is true and correct.

Name (*signature*)

Date



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MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

EARLY FIELD EXPERIENCE

Title 5 Regulations from the *California State University Chancellor's Office* requires each credential candidate to have participated in a supervised Early Field Experience in a **public school setting** prior to application to a credential program. The Early Field Experience is designed to **simulate** the credential you are seeking so we may gain a preliminary assessment of your potential as a classroom teacher. **Thus, the classroom must be in a multiple subject, general education classroom setting.**

DOCUMENTATION OF EARLY FIELD EXPERIENCE: SF State permits a variety of options in meeting this requirement. Below, please indicate which option you have met. **The bottom of the page must be signed and submitted with your application to verify completion of the Early Field Experience:**

- 1. Completion of **45 hours** paid experience as a teacher aide or teacher assistant the majority of which time has been direct or indirect contact with students. The classroom teacher, a site administrator or a district administrator may verify this.
- 2. Completion of **45 hours** as a classroom teacher in a public school with an emergency permit, as a substitute teacher, as verified by an administrator.
- 3. Completion of **45 hours** working with students as a volunteer in a regular education public classroom with a credentialed teacher. The classroom teacher would verify this experience.
- 4. Successful completion of **OR** in the process of completing a course(s), which have a field experience in which you worked with children or young adults. Please note course(s) and include a copy of transcript and/or proof of enrollment with a course description for verification. A letter from the supervising teacher or school site administrator must also be submitted.
- 5. **12 Hours** from a preschool (ages 3-5), transitional kindergarten (TK), or a public K-5 after school program **PLUS 33 Hours** in a public K-5 general education classroom setting. Letters from the two supervising classroom teachers or site administrators must be submitted.

Applicant Name _____ SFSU ID _____

School Name _____ School City _____

Grade Level(s) _____ Inclusive Dates _____

Environment:

- | | | |
|------------------------------------------------|----------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Public School | <input type="checkbox"/> English Language Learners | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Public Charter School | <input type="checkbox"/> Fluent English speakers | <input type="checkbox"/> Suburban |
| | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Other |

Teacher or administrator signature

Print name and position

SFSU Graduate College of Education
CREDENTIAL SERVICES FEE

Last Name First

Telephone Number

SFSU ID Number

PAY AT CASHIER

Student Services Building 1st Floor
SFSU's Bursar's Office
 SAN FRANCISCO STATE UNIVERSITY
 1600 Holloway Avenue
 San Francisco, CA 94132-4158
 415-338-1281

ADMISSION SERVICE	FEE	ACCOUNT	
Application for Admission	\$25	14-3017	

CREDENTIAL SERVICE	FEE	ACCOUNT	
Certificate of Eligibility Credential	\$25	14-3017	
Internship Credential	\$25	14-3017	
Preliminary Credential	\$25	14-3017	
Clear Credential	\$25	14-3017	
30-Day Substitute Permit	\$25	14-3019	
Out-of-State Verification	\$25	14-3019	
Extension Request	\$25	14-3019	
Rush Fee (48-hour Processing time)	\$75	14-3019	

Please return **PAID** receipt **with** completed packet to:

Credential and Graduate Services Center, Burk Hall 244
 San Francisco State University
 1600 Holloway Avenue
 San Francisco, CA 94132-4185

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