GRADUATE COLLEGE *of* EDUCATION
SF STATE

Credential & Graduate Services Center
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Website: http://gcoe.sfsu.edu/

MULTIPLE SUBJECT CREDENTIAL PROGRAM GENERAL INFORMATION

FALL DEADLINE: April 1
SPRING DEADLINE: November 1

Submit a university application through Cal State Apply **https://calstate.liaisoncas.com/applicant-ux/#/login**
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

Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a credential program. 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
- Unofficial transcripts from all colleges or universities attended for application review; official transcripts required for admitted students

Multiple Subject Credential Program Requirements:

- Multiple Subject Program Application
- Application fee $25.00 (non-refundable)
- Unofficial transcripts from all colleges or universities attended for application review; official transcripts required for admitted students
- 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 two for application review; three required for admission)
- 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)

Cal State Apply (11/01/17)

ADMISSION PROCEDURES

Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by mail. 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: **https://calstate.liaisoncas.com/applicant-ux/#/login**

   - **When filling out the online application for Credential only: Select SFSU Credential**

2. **FEE:** There is a **$55.00** fee for this application. You can pay online at the time of the application submission.

3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from *every* college or university attended to the SF State Graduate Admissions. Official transcripts will be required for admitted students. 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).

REQUIREMENTS FOR ADMISSION:

1. **PROGRAM APPLICATION:** Complete and upload the Multiple Subject Credential Program Application. Refer to the College website for a PDF fillable version of the application: [**http://gcoe.sfsu.edu/current-students/how-apply**]

2. **PROCESSING FEE:** There is a $25.00 *non-refundable* fee for this application. Please pay this fee online via CashNet: **https://commerce.cashnet.com/CGSC_ADM.** CashNet charges a 2.75% non-refundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply

3. **FOREIGN TRANSCRIPT EVALUATION:** Applicants who earned their degrees from a foreign country must have the equivalent of a bachelor's degree from a regionally accredited institution. 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**. Submit foreign transcript evaluations directly to Credential Services (Burk Hall 244).

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. 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.

Cal State Apply (11/01/17)

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. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.

8. **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.

   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. **Please advise letter writers to upload scanned, signed letters on letterhead to the CalState Apply platform**. A sample letter is attached on Page 5. *This letter also counts as one of the three (3) required letters of recommendation.*

9. **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, etc. Additional letters will also be accepted to augment the application. **Please advise letter writers to upload scanned, signed letters on letterhead to the CalState Apply platform**. *Letters from relatives and letters more than five years old will not be accepted.*

10. **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.** Upload p*hotocopies* of all exam scores 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. Upload proof that you have registered and attempted to pass the CSET
B. If you have not passed by the time the semester begins, you must register for our EED 642 CSET Prep Course (3 units).

You must pass all of the CSET before starting full-time student teaching.
C. CSET Multiple Subjects I, II, and III scores for exams taken after April 1, 2007 are valid for 10 years. You must earn your credential before these tests expire.

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

A. **CBEST (California Basic Skills Examination):** Upload 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:** Upload 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:** Upload a *photocopy* of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill 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
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.		

12. **CERTIFICATE OF CLEARANCE:** In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All applicants 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. Upload a printout from the CTC website. For instructions on applying for the Certificate of Clearance go to the following link [**http://gcoe.sfsu.edu/current-students/how-apply**]. *District or other job related clearance is not acceptable, however, for student teaching purposes districts may require additional fingerprint clearance.*

13. **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 Bachelor's 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 <u>adults, children, and infants</u> 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.