MULTIPLE SUBJECT CREDENTIAL PROGRAM GENERAL INFORMATION

SUMMER OR FALL DEADLINE: March 15
SPRING DEADLINE: November 1

Submit a university application through Cal State Apply https://calstate.liaisoncas.com 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.

University Requirements:
- Online Graduate Application
- Application fee $70.00
- Official transcripts from all colleges or universities attended

Multiple Subject Credential Program Requirements (required for credential and MA + credential):
- 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 (Credential Only program requirement)
- GPA 3.0 or higher in baccalaureate or post-baccalaureate coursework (Credential plus Master’s degree program requirement)
- Statement of Purpose - also fulfills written English proficiency requirements for Cred plus MA candidates
- 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 Requirement
- Fulfill Basic Skills Requirement
- Fingerprint Clearance (Livescan and Certificate of Clearance)
- Negative Tuberculosis [TB] test or chest x-ray (must be valid at least 6 months at the time of admission and while in the program)
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 January for accepted Spring applicants and in May for accepted 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](https://calstate.liaisoncas.com)
   - Choose academic year (summer is part of current academic year)
   - When filling out the online application for Credential only: Select SFSU Credential
   - When filling out the online application for Credential plus Master’s Degree program: Select EDUCATION – ELEMENTARY EDUCATION CREDENTIAL

2. **FEE:** There is a $70.00 fee for this application. You can pay online at the time of the application submission. **Effective Summer 2020, the university application fee will be changed to $70.00**

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 fillable PDF version of the application: [http://gcoe.sfsu.edu/current-students/how-apply](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](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](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.

5. **GPA:** Applicants for admission should have attained a grade point average of at least 3.0 in all baccalaureate and post baccalaureate coursework for Credential plus Master’s Degree OR 3.0 in the last 60 semester units or 90 quarter units. For Credential Only Program applicants, a 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units.

6. **STATEMENT OF PURPOSE:** Upload a typed essay (500-750 words). 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 racially and 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 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:** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience prior to application. This experience 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 9TK), or after school program are accepted PLUS 33 hours Kindergarten – 5th Grade. The classroom should be culturally and linguistically diverse, and must include 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. Additional resources for volunteer placement programs can also be found on the college website [http://gcoe.sfsu.edu/current-students/how-apply] Experience in private schools, pre-schools, elementary education, special education, higher education, religious education, off-school-site, after school programs 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 Cal State Apply platform. This letter also counts as one of the three required letters of recommendation.

9. **LETTERS OF RECOMMENDATION:** A minimum of 3 letters is required. The Early Field Experience letter counts 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 directly enter text or to upload scanned, signed letters on letterhead to the Cal State Apply platform. Letters from relatives and letters more than five years old will not be accepted.

10. SUBJECT MATTER COMPETENCY: The 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 are required for full admission into the credential program.** Upload photocopies 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 passed at the time of 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). You must pass all of the CSET before starting full-time student teaching.

  C. CSET Multiple Subjects I, II, and III scores for exams 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):** Submit a *scanned copy* 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 *scanned copy* 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 *scanned copy* 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 https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CSET142_TestPage.html.

  D. **Other Options for Satisfying the Basic Skills Requirement (see chart below):**

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

12. **WRITEN ENGLISH PROFICIENCY REQUIREMENT (Master’s degree requirement):** Each graduate student must demonstrate the ability to write English correctly and effectively. To assure that each graduate student has the required proficiency in Written English, two distinct assessments are made by the major department:

**Level One:** Written English proficiency will be assessed on the Personal Statement, submitted to the department as part of the application.

**Level Two:** Writing proficiency will be assessed based on the Field Study Report or Thesis submitted as the culminating experience.

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 from the time you took is for a negative skin test is four years and five years for the clear chest x-ray.

14. **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. Submit a printout from the CTC website. For more detailed information about the Certificate of Clearance, please visit this link: https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=2

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.**