



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 and one to SF State. Both the Credential Program Application and the CSU Graduate Application (SF State) are due on the above deadline. If the deadline falls on a weekend, **program** applications will be accepted the next working day following the deadline. **Please note that CSU Graduate applications must be submitted online on or before the deadline regardless of what day the deadline falls.**

ATTEND AN INFORMATION MEETING

Meetings are held regularly by the Credential Services Office. Visit our web site, <http://coe.sfsu.edu/information-session> for the schedule and how to reserve a seat. **Meetings are designed to inform prospective students of the best possible way to meet the requirements for admission to a credential program.** All applicants are strongly encouraged to attend an information meeting.

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 last 60 semester units or 90 quarter units
- Statement of Purpose
- Resume or Curriculum Vitae
- Early Field Experience in a public classroom setting
- Letters of recommendation (minimum of three)
- Fulfill Subject Matter Competency Requirement
- Fulfill Basic Skills Requirement
- Second Language Requirement
- Certificate of Clearance
- Negative TB test (must be valid at least 6 months after August)

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 will be notified by mail of the admission decision 2 to 3 weeks after the interview. There will be a mandatory orientation in May for applicants who are recommended admission for Fall and the first week of January for Spring.

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 Graduate/Post-baccalaureate application to The California State University. Application information can be found on the Graduate Division webpage – www.sfsu.edu/~gradstdy. The application can be filled out online at www.csumentor.edu. You can also check the status of your application at www.sfsu.edu/online/appstat.htm.

When filling out the online application:

- Choose the Major/Program Objective -- Cred Only (Multiple Subject) [CREDCERT]
- Choose the Degree Objective -- None
- Choose the Credential Objective -- Multiple Subject (**OR Multiple Subject with Emphasis, if applicable**)
- The application must be submitted online by department deadlines

- 2. FEE:** There is a \$55 fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you have 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 you 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 admission 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 filled out 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 application. SF State transcripts can be unofficial copies from MySFSU. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of 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 (ie. elementary 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 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:** Your statement of purpose should be typed, 1.5 line spacing and no longer than three pages. Describe succinctly your reasons for applying to the Multiple Subjects Credential program, your preparation for this field of study and why our program is a good fit for you. In addition, please consider the following questions: 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 have prepared you to work in a collaborative environment? *For those applicants applying for the Bilingual Authorization (Chinese or Spanish), please write your statement of purpose with a focus on teaching in a bilingual elementary classroom.*
- 7. RESUME OR CURRICULUM VITAE:** Your resume should list your educational accomplishments, work experience and any pertinent volunteer service.
- 8. EARLY FIELD EXPERIENCE:** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience *prior* to applying to the Multiple Subject Credential Program. This Early Field Experience requirement can be met by volunteering, substitute teaching, or working as a paraprofessional in a Multiple Subject, general education classroom in a California public school. The classroom should be culturally and linguistically diverse, meaning that at least **one third of the students are English Language Learners**. This includes Ebonics speakers. 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 within the last 5 years. **NOTE:** Experiences in pre-schools, special education, higher education, religious education, after school programs, or outside the U.S. 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 dated, on letterhead and have an original signature. This letter counts as one of the three required letters of recommendation.

Agencies that can assist you in finding field experience locations are the San Francisco School Volunteers (www.sfdfund.org) or Pacifica School Volunteers (<http://pacificaschoolvolunteers.org/volunteer/>). Current undergraduates who qualify for work study can also contact America Reads (415/338-6817). You may also call your local school district for more options. The Credential Services Center has a more complete list of volunteer placement programs.

9. LETTERS OF RECOMMENDATION: A minimum of three (3) letters is required. The Early Field Experience letter can count as one of the three letters, Item #7 above. 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. **Letters should be dated, on letterhead and have original 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.

10. SUBJECT MATTER COMPETENCY: The Credential Program does not provide further preparation in a subject area. Knowledge of subject matter should be mastered before beginning a credential program. **Passing the CSET Multiple Subject Subtests I, II, and III is required for admission into the credential program. Photocopies ("hard copies")** of all exam scores must be included with the Program Application. Scores sent to SF State by the testing company DO NOT reach us. For information and registration go to: www.ctcexams.nesinc.com. **Each CSET Subtest scores are valid for five years.** You must earn your credential **before** these tests expire.

11. BASIC SKILLS REQUIREMENT: Choose one of the following options to fulfill this requirement. You cannot combine any of the options below:

- A. CBEST (California Basic Skills Examination)** Submit a *photocopy* of the results. For information and registration go to: www.ctcexams.nesinc.com.
- B. Out-of-State Basic Skills Exam.** Submit a *photocopy* of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Credential Services Center to find out if the test you took is approved. For more information on specific tests, contact the appropriate Department of Education for the state in which the test is given.
- C. CSET: Multiple Subjects plus Writing Skills.** You must pass the Writing Skills test **AND** all three Multiple Subject subtests to fulfill the Basic Skills requirement. Submit a *photocopy* of the results. For information and registration go to: www.ctcexams.nesinc.com.

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 Exams (EPT and ELM)	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
College Board Advanced Placement Examinations (AP)	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP English Language and Composition • AP English Literature and Composition 	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP Calculus AB • AP Calculus BC • AP Statistics

Since the EAP and the EPT/ELM examinations are linked for CSU admission and placement, the Commission 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 for Mathematics. For example, an individual may pass the Mathematics EAP and the EPT examination to satisfy the Basic Skills Requirement.

- 12. SECOND LANGUAGE REQUIREMENT:** Show verification of experience learning a second language. See Page 7 for fulfillment options.
- 13. 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 clearance. *Acceptable documentation in lieu of a Certificate of Clearance:* Valid credentials or permits issued by the CTC, including emergency 30-day, pre-intern, clear or preliminary, or Child Development permits. **District or other job related clearance is not acceptable.** Submit a print-out from the CTC website. For instructions on applying for the Certificate of Clearance see page 8.
- 14. 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 for at least 6 months after August. The term of validity for negative TB is one year. The term of validity for chest x-ray is five years from the time taken.

ADDITIONAL CREDENTIAL REQUIREMENTS

These can be completed after admission, before completing the program.

- **Completion of U. S. Constitution course or exam.** You must meet the U.S. Constitution requirement either by course work or examination. Those who earned a B.A. from a CSU campus have already met this requirement. Check with the Credential Services Center to see if you have met this requirement. Email the Credential and Graduate Services Center for a handout providing options to satisfy the requirement: credinfo@sfsu.edu
- **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 EED 782, *Teaching Reading-Language Arts*. See <http://ctcexams.nesinc.com> for registration information.
- **Performance Assessment for California Teachers (PACT).** All multiple subject credential candidates are required to pass the Performance Assessment for California Teachers known as the PACT. Instructions and details regarding the PACT are provided upon admission to the program. Information regarding this requirement can also be located at the following web site: http://www.pactpa.org/_main/hub.php?pageName=Home

MA IN ELEMENTARY EDUCATION

The Department of Elementary Education also offers several MA Programs. For eligibility requirements please contact the department office at (415) 338-1562 or email elemed@sfsu.edu

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

All materials submitted to San Francisco State University (SF State) become the property of SF State and will not be returned. SF State will not make photocopies or otherwise duplicate materials for applicants' personal use. Applicants should make copies for personal use before submitting materials to SF State. Applicants may access their credential file for viewing or to make copies at their own expense during the Credential Services Center's office hours in Burk Hall 244. Applicants must show a CA photo ID to access their file.

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 applications reconsidered for future semesters must be made in writing and submitted according to published application deadlines.

Upon being recommended by SF State to the Commission on Teacher Credentialing for award of a 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 7 years.

Consult the SF State Registrar for information about University transcript policies.

PROGRAM OPTIONS (Options are subject to change)

ONE-CALENDAR YEAR PROGRAM (Summer-Fall-Spring)

This program is an intense, full-time program running July-May **For acceptance, applicants must adhere to strict deadlines regarding application requirements.** For more information on this program, look at the back page of the program application or contact Dr. Stephanie Sisk-Hilton at stephsh@sfsu.edu. **Note: The Spanish Bilingual Authorization Program follows this timeline.**

ONE-CALENDAR YEAR PROGRAM

Summer (6 units)		
EED 701 (3 units) Social/Cultural/Historical Foundations K-12	EED 749 (3 units) Second Language Acquisition	
Fall Semester (14 Units)		
EED 786 (3 units) Developmental Teaching and Learning in Diverse School Settings	EED 746 (3 units) Teaching Practicum I - 12 hrs. per week in elementary classroom	EED 782 (4 units) Teaching Reading-Language Arts, K-3
EED 784 (3 units) Curriculum & Instruction, Math	ITEC 601* (1 unit) Computer Fundamentals for Teachers I	
Spring Semester (16 units)		
EED 777 (3 units) Curriculum & Instruction, Science	EED 748 (7 units) Teaching Practicum II & III-15 weeks, M to Th—includes 5 nonconsecutive solo days + one solo week (5 consecutive solo days)	
EED 737 (3 units) Teaching Social Studies, Social Justice and Literacy, 3-6		
EED 758 (3 units) Teaching Practicum Seminar II and III		

* *ITEC 601 is a College of Extended Learning course (www.cel.sfsu.edu). The course should be taken anytime during the credential program. It is up to the student as to when s/he would like to complete it.*

THREE – SEMESTER PROGRAM

First Semester (14 units)	Second Semester (15 units)	Third Semester (10 units)
EED 749 (3 units) Second Language Acquisition	EED 701 (3 units) Social/Cultural/Historical Foundations K-12	EED 737 (3 units) Teaching Social Studies, Social Justice and Literacy, 3-6
EED 786 (3 units) Developmental Teaching and Learning in Diverse School Settings	EED 777 (3 units) Curriculum and Instruction, Science	EED 758 (3 units) Teaching Practicum Seminar III
EED 782 (4 units) Teaching Reading-Language Arts, K-3 – OR – EED 784 (3 units) Observation/Participation - 12 hrs. per week in elementary classroom	– OR – EED 737 (see right)	EED 748 (4 units) Teaching Practicum III - 15 weeks, M to Th – includes 5 nonconsecutive solo days + one solo week (5 consecutive solo days)
ITEC 601* (1 unit) Computer Fundamentals for Classroom Teachers	EED 784 (3 units) Curriculum and Instruction, Math	
	EED 757 (3 units) Teaching Practicum Seminar I	
	EED 747 (3 units) Teaching Practicum II - 12 hrs. per week in elementary classroom	

* *ITEC 601 is a College of Extended Learning course (www.cel.sfsu.edu). The course should be taken anytime during the credential program. It is up to the student as to when s/he would like to complete it.*

THREE-SEMESTER PROGRAM [REGULAR PROGRAM, CHINESE BILINGUAL AUTHORIZATION AND EARLY CHILDHOOD EDUCATION PROGRAM] (FALL-SPRING-FALL or SPRING-FALL-SPRING)

To be considered for the program, candidates must have passed all tests (Basic Skills Test and Subject Matter Competency Test). Priority is given to applicants who have passed these examinations by the credential application deadline.

Students in the Chinese Bilingual Authorization Program follow the three-semester program. In addition to examinations described above, the students must pass a language proficiency exam before exiting the program. Students will receive information about the exam during the program. Student teaching takes place in public school classrooms, in and around San Francisco.

The Department of Elementary Education is also pleased to offer a new Emphasis on Early Childhood Education (ECE). Students in the ECE emphasis will be a part of a distinct cohort taking courses that focus on child development, teaching, and assessment for educating children at the pre-school, transitional kindergarten, and kindergarten through third grade levels. Coursework also provides students with preparation for teaching upper elementary grades, as graduates earn a California Multiple Subject (Elementary) Teaching Credential that authorizes the holder to teach in self-contained classrooms that are typical within elementary schools. Students will complete a field placement in a local preschool; the culminating student teaching placement will be in an elementary school classroom. Upon successful completion of this program, students will receive: (1) authorization to apply for a Preliminary Multiple Subject Teaching Credential from the Commission on Teacher Credentialing and (2) a Certificate from SF State's Department of Elementary Education indicating that students have successfully completed the department's Early Childhood Emphasis. For more information on this program, contact Professor Daniel Meier dmeier@sfsu.edu, Professor Barbara Henderson barbarah@sfsu.edu, and Associate Professor Mina Kim minakim@sfsu.edu.

INTERN PROGRAM

The Intern program is a four-semester program and a possible summer course. All participants *must* be employed as the teacher of record and meet all internship credential requirements. All classes for the Intern Program will be held in the evening. If you are offered employment, email Dr. Josephine Arce (jarce@sfsu.edu) for information regarding the Intern Program.

SECOND LANGUAGE REQUIREMENT

Candidates must show verification of experience learning a single second language obtained through one of the options described below:

- A. Completion of 1-6 semester units (or 1-9 quarter units) in course work that emphasizes the learning of a language other than English (including American Sign Language). A grade of "C" or better, "Pass," or "Credit," must be earned in each course, verified by an official transcript from a regionally accredited college or university, or comparable institution outside the United States. Professional development and continuing education units from such institutions are acceptable.
- B. Successful completion of two years of course work in a language other than English in grades seven (7) through twelve (12) in a public or private secondary school with an average grade of C or better, verified by an official transcript or a letter from the school.
- C. Successful completion of the training in a language other than English given by the Peace Corps to volunteers preparing to serve in a non-English speaking country, verified by official Peace Corps documentation.
- D. Immigrating to the United States from a non-English speaking country at any age, verified by a birth certificate, passport, entry visas, or other documents.
- E. Passage of any nationally administered, standardized examination in a language other than English, verified by an official score report.
- F. A proficiency level of "novice-high" or above on the American Council on the Teaching of Foreign Languages, Inc. (ACTFL) Proficiency Guidelines or "0+" (zero plus) or above on the Interagency Language Roundtable (ILR) Proficiency Descriptions, verified by an official score report.
- G. A score on a College-Level Examination Program (CLEP) examination in a language other than English administered by the College Board equal to or higher than the minimum score recommended by the American Council on Education for awarding credit for two semesters, verified by an official score report.
- H. Residence in a non-English speaking country or countries for twelve consecutive months at age 18 or older, verified by passports, work visas, letters from employers, or other documents.
- I. Successful completion of one academic year (over a single period) at age 14 or above at a school in which all instruction, except in the subject area of English, was delivered in a language other than English, verified by an official transcript or a letter from the school.)
- J. Successful completion of two academic years in a non-English language development school program. Must be verified by letter or transcript. (e.g. Chinese language after-school or Saturday language program)
- K. Achievement of a score on the Advanced Placement Examination in a language other than English offered by Educational Testing Service for which college credit or advanced standing is awarded, verified by either an official transcript or a letter from the registrar's or admission's office from a regionally accredited institution of higher education.
- L. Completion of 90 hours of language training, with a grade of "C" or better or the equivalent, in a language other than English offered under the auspices of the California Department of Education's Bilingual Teacher Training Program (BTTP) or by a county office or school district whose program, prior to its implementation, has been deemed equivalent to the BTTP by the California Department of Education. This training is to be verified by a letter signed by an authorized representative of the BTTP or county or district program.

CERTIFICATE OF CLEARANCE ONLINE 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 it to a Live Scan Station (<http://ag.ca.gov/fingerprints/publications/contact.php>) for your fingerprints to be taken.
- *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 using the Web Application Process at the CTC website. (www.ctc.ca.gov)
- **Important:** Before beginning the application process, be sure to turn off all pop-up blockers for this site.
 - **A.** Click the **Online Services for Educators** navigation button
 - **B.** Select the link “**Educators Page**” to complete your application on the Educator Page
 - **C.** Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.
 - **D.** Edit/complete your personal profile and 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 menus; review the checklist verifying you meet all requirements for the document, print it, click ‘**Next**’
 - **G.** Read the Disclosure page for the Professional Fitness questions and answer ‘**Yes**’ to continue to the next page.
 - **H.** Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Submit Payment
 - **I.** The display shows the document applied for and the amount to pay. Click the Continue button.
 - **J.** 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 button when finished.
 - **K.** Verify all the payment information is correct, including email address. Click complete Payment button. **Do not click the Complete Payment button more than once.**
 - **L.** 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 in to the Educator’s Page on the CTC website: <http://www.ctc.ca.gov/credentials/online-services/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. ****

If you already have a Certificate of Clearance OR a CCTC credential (i.e., Substitute Credential, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the above process.

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 issued an ID number and it will remain the same. Social Security Numbers are no longer used. **Please note: ALL correspondence or phone messages with Credential Admissions and Credential Services MUST include your student ID number. This number must 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: <https://www.sfsu.edu/online/auth/reset.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. Here is the link: <https://www.sfsu.edu/online/appstat.htm>.

MySFSU

MySFSU 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. <https://www.sfsu.edu/online/login.htm>

WITHDRAWAL PRIOR TO ADMISSION

If you choose to withdraw from the Admission Process please inform the Credential Admissions Office in writing (an email is fine) to the Credential Admission Office at <credntry@sfsu.edu>. The Admission Specialist will then inform the department and Graduate Admissions.

REAPPLICATION

If you are denied admission or withdraw and would like to reapply, you need to do the following: 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 Services Center by the program deadline. Please let Credential Admissions know in writing you would like to reapply (at least three months before) by emailing credntry@sfsu.edu.

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 only be admitted AFTER these requirements are completed, including the Mandatory Orientation. The letter sent from the Credential Admissions Office is not official admission to the University. It is only informing 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 and is usually in mid-May for Fall and first week of January for Spring. You will be notified of the time and date by email and/or mail. You must RSVP directly to the department. All admission will be done after you attend this orientation.

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 find the forms on the Registrar's website: <http://www.sfsu.edu/~admisrec/reg/formstoc.html#registration>.

COURSE FEES

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 for Fall and late December or early January for Spring. 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. **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 MySFSU. 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.sfsu.edu/~admisrec/reg/reg.html>.

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 turn any transcripts in for work completed at SF State. Be sure to turn in new transcripts showing your degree to the Credential and Graduate Services Center (CGSC) as well. The CGSC 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 Services Center will review your transcript at your request. Check the website for examination locations and SF State courses that meet this requirement: <http://coe.sfsu.edu/cstpc/us-constitution-requirement>

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 REQUIREMENT

The Reading Instruction Competence Assessment (RICA) is for Multiple Subject Credential students only. This test should be taken after taking EED 782, *Teaching Reading-Language Arts, Grades K-2*, and EED 737, *Teaching Social Studies, Social Justice and Literacy, Grades 3-6*. See <http://www.rica.nesinc.com> for registration information or pick up a flyer outside the Credential Services Center.

LEVEL I TECHNOLOGY REQUIREMENT

To meet this requirement, we recommend taking ITEC 601, Computer Fundamentals for Classroom Teachers. There are, however, other approved options. Please pick up a flyer outside the Credential Services Center or email credinfo@sfsu.edu for a copy of the flyer.

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.***

NCLB CERTIFICATE OF COMPLIANCE

Only school districts issue this certificate, which proves that you have completed Subject Matter Competency.. An example of this type of certificate can be seen at this link: http://www.acoe.org/acoe/files/home/nclb/nclb_housse_form12_0204.pdf

If you are asked to provide proof of NCLB compliance by a district before you are hired, you can turn in a photocopy of your CSET scores. If you have met subject matter competency via coursework, the Credentials Services office at SF State can issue a letter verifying that you have completed an appropriate Subject Matter Coursework Program at your request:

http://coe.sfsu.edu/cstpc/subject_matter_verification.htm.

APPLYING FOR TEACHING JOBS

The Credential Services Center does not provide job placement services. However, TPC collects job placement and district information sent to the office. You may stop by the TPC 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	Students can:	Location/hours	Phone, fax, web, email
Credential and Graduate Services Center Credential Admissions and Analysts	<ul style="list-style-type: none"> • ask general questions about teacher credentialing • view job/volunteer opportunity postings • pick up or drop off an application for admission to the credential program • apply to the CTC for a credential 	Burk Hall 244 M-F 9-4:45	P: 415-405-3594 F: 415-338-1940 credinfo@sfsu.edu http://coe.sfsu.edu
Cahill Learning Resource and Media Lab	<ul style="list-style-type: none"> • view and check out books and videos, including curriculum and lesson plan guides, children's literature, education theory books and professional journals • use media equipment • use space to study or work on group projects 	Burk Hall 319	P: 415-338-3423 http://gcoe.sfsu.edu/cahill/
Graduate College of Education Graduate Services	<ul style="list-style-type: none"> • get scholarship information • turn in GAP forms 	Burk Hall 244 M-F 9-4:45	P: 415-338-2051 retta@sfsu.edu
Department of Elementary Education	<ul style="list-style-type: none"> • make an appt. with the Department Chair • drop off something for faculty mail boxes • get EED course information 	Burk Hall 179	P: 415-338-1562 F: 415-338-0567 elemed@sfsu.edu http://coe.sfsu.edu/eed
University Graduate Division	<ul style="list-style-type: none"> • check the status of student standing 	GradStop in Admin Bldg 250 M-F 9-5	P: 415-338-2234 F: 415-405-0340 gradstdy@sfsu.edu www.sfsu.edu/~gradstdy
Financial Aid	<ul style="list-style-type: none"> • get help with state and federal financial aid programs 	One Stop in Student Service Bldg.	P: 415-338-7000 F: 415-405-0340 www.sfsu.edu/~finaid
Bursar's Office	<ul style="list-style-type: none"> • pay registration and other fees • find out deadlines and directions for payment 	Administration Building 155 or One Stop, Student Services	P: 415-338-1281 http://www.sfsu.edu/~bursar/
Career Center	<ul style="list-style-type: none"> • view job postings • get resume help 	Student Services Bldg. 206 M-F 8:00-5:00 Quick Questions? Check their website for the schedule	P: 415-338-1761 www.sfsu.edu/~career also www.edjoin.org has job listings for most districts and charter schools in California



**SAN FRANCISCO
STATE UNIVERSITY**

**MULTIPLE SUBJECT CREDENTIAL PROGRAM
APPLICATION**

**FALL DEADLINE: March 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 and SFSU ID appears clearly on every document.

SUBMIT 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



**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
Payable online at the time of application submission or at the SFSU Bursar's office.
- Official transcripts from **all** colleges or universities attended
Full set of official, sealed transcripts submitted to SFSU Graduate Admissions.

International applicants will need to see the Graduate website (www.sfsu.edu/~gradstdy) 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 signed Early Field Experience supplementary form.
- Processing Fee \$25.00 (non-refundable)
Submit either the fee slip (included in the application) stamped by the SFSU Bursar OR if mailing, filled out with a check made out to SFSU attached.
- Official transcripts from **ALL** colleges or universities attended
Full set of official, sealed transcripts.
- Statement of Purpose
1-3 pages, 1.5 line spacing
- 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 original, signed and on letterhead.
- Subject Matter Competency Requirement
Submit a **photocopy** of the CSET Multiple Subject test scores (subtests I, II & III) OR proof of registration with the earliest test date for review purposes.
- Basic Skills Requirement
Submit a **photocopy** of test results OR proof of registration with the earliest test date for review purposes.
- Second Language Requirement
Indicate on which transcript your course is located or submit a photocopy of proof of fulfillment.
- Certificate of Clearance
Submit **only** certificate 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 results. This can be either the skin test or the chest x-ray.



MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

CONTACT INFORMATION

Semester: Fall or Spring SSN SFSU ID Date of birth

Name

Mailing Address

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 (please read the guidelines at the back of this page before choosing this program) OR Three-Semester Program]

- One Calendar Year Program - Regular
One Calendar Year Program - With Emphasis
Three-Semester Program - Regular
Three-Semester Program - With Emphasis

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: Date

The One Year Program is an intensive, full time, daytime hours program that allows you to earn your credential in one calendar year. Students need to be available 8-4 on weekdays for the duration of the program. In this program:

Students begin by taking 2 courses at SFSU in July

In the fall semester:

- ❖ **Students will take classes two days per week on the SFSU campus.**
- ❖ **Students will student teach on 3 days at one of our one year program partner schools.**
- ❖ **Students in this program are placed only in our partner schools [SF, Daly City, and Berkeley], in order to facilitate a strong cohort model and to increase the support we can provide students during this intense year. All schools are accessible by public transit. While we will make an effort to accommodate geographic requests, students in this program need to be willing to accept placements at all of our partner schools and to travel to the different schools as part of their coursework.**

In the Spring semester:

- ❖ **Students will student teach 5 days per week at one of the partner schools**
- ❖ **Students will take two 7 day "intensive" courses (during these courses they will not student teach)**
- ❖ **Students will complete a student teaching seminar once per week**

NOTE:

Students may choose to complete the MA in Elementary Education by completing an additional 18 units. This can be done in one semester of full time (four classes) + 1 semester of part-time (1 class + field study) OR in 3 semesters of part time study. All MA classes are in the evening to accommodate the schedules of working teachers.



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. Completion of your field experience must be documented by submitting this signed form. In addition, the quality of your work must be evaluated in letter of recommendation from a teacher or administrator.

DOCUMENTATION OF EARLY FIELD EXPERIENCE: SFSU permits a variety of options in meeting this requirement. Below, please indicate which option you have met. The bottom of this 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 either in a public school with an emergency permit, or as a substitute teacher, as verified by an administrator.
3. Completion of 45 hours working with students as a volunteer in a regular education classroom with a credentialed teacher. The classroom teacher would verify this experience.
4. Successful completion of any course or courses 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 course description for verification, as well as a letter from a teacher or site administrator.

Applicant Name _____ SFSU ID _____

School Name _____ (School) _____ (City)

Grade Level(s) _____ Inclusive Dates: _____

- Environment: [] Bilingual [] Limited English Proficient (at least 35% of class) [] All fluent English speakers
[] Urban [] Suburban [] Rural

Teacher or administrator signature _____

Print name and position _____

SFSU Graduate College of Education
CREDENTIAL SERVICES FEE

LAST NAME FIRST

TELEPHONENUMBER

SFSU I.D. 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

CREDENTIALING ACTION	FEE	ACCOUNT
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Application for Admission	\$25	14-3017(73480) <input type="checkbox"/>
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Please return **PAID** receipt **with** completed packet to:

Credential & Graduate Services Center, BH 244

San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-4158

THIS AREA IS FOR SFSU BURSAR OFFICE USE ONLY