GRADUATE COLLEGE *of* EDUCATION
SF STATE

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/

SINGLE SUBJECT GENERAL INFORMATION

FALL DEADLINE: February 15
SPRING DEADLINE: November 15

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 plus Master's or Credential Only 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 $55.00
- Official transcripts from all colleges or universities attended

Single Subject Credential plus Master's or Credential Only Program Requirements:
- Single 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: 3.0 or higher in baccalaureate or post-baccalaureate coursework (Credential plus Master's degree program requirement)
- GPA: 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units (Credential Only program requirement)
- Statement of Purpose – also fulfills written English Proficiency requirement for Cred plus MA candidates
- Resume or Curriculum Vitae
- Early Field Experience in a California public classroom setting (grades 6-12)
- Letters of recommendation (minimum of two for application review; three required for admission)
- Fulfill Subject Matter Competency Requirement
- Fulfill Basic Skills Requirement
- Fulfill Second Language 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 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 2-3 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/applicant-ux/#/login

    -   *When filling out the online application for Credential plus Master's Degree program:* **Select SFSU Graduate**
    -   *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).

➢ **SINGLE SUBJECT CREDENTIAL plus MASTER'S DEGREE PROGRAM VERSUS THE CREDENTIAL ONLY PROGRAM**

The Department of Secondary Education highly recommends that you choose the Credential plus Master's Degree program versus the Credential Only Program for the following reasons:

-   12 units of the credential program count towards the 30 unit Masters if you earn a "B" or higher in those courses.
-   School districts pay a higher salary for those who later earn the Master's degree compared to those who just earn a Credential.
-   Financial student loan annual and aggregate maximums are much higher for Credential plus Master's program. Please contact the Office of Financial Aid to discuss your possibilities.
-   You will not have to reapply to the University and to the Master's program should you choose the Credential + Master's program now, instead of Credential Only.

REQUIREMENTS FOR ADMISSION:

1. **PROGRAM APPLICATION:** Complete and upload the Single 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.

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 a 3.0 in the last 60 semester units or 90 quarter units. For the 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 (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 a middle/high school or cohort in the Single Subject Program? **For Credential plus Master's applicants, your Statement of Purpose also satisfies the Written English Proficiency requirement.**

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 regular education classroom in a California public middle or high school in the subject area you want to teach. The classroom should be culturally and linguistically diverse, meaning that at least **one third of the students are English Language Learners**. 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. 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.

   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]

   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 and subject(s) taught. 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**. *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 program does not provide further preparation in a subject area. Knowledge of the subject should be mastered before beginning a credential program. There are two ways applicants can prove their competency:

- **Pass the required CSET exams:** *Photocopies* of all official exam scores should be uploaded to Cal State Apply, even if you have requested the testing company send the scores to SF State. Exams vary by subject. All CSET scores for exams taken after April 1, 2007 are valid for 10 years. You must earn your credential before these tests expire. For information and registration go to http://www.ctcexams.nesinc.com/.

    - **Complete an Approved Subject Matter Competency Program:** To have your coursework assessed, please consult the list of Subject Matter Advisors and make an appointment. The Subject Matter Advisors list and form is on the following link: [http://gcoe.sfsu.edu/current-students/how-apply]

If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must upload an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements. If your subject area is not listed on the advisor list provided, then SF State does not have an approved subject matter competency program for that area.

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**. *Not recommended for Single Subject Applicants.*

    D. **Other Options for Satisfying the Basi**c Skills Requirements (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. **WRITTEN 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. Students admitted conditionally or not meeting the written English proficiency standards must demonstrate that they have met the Level One Written English proficiency requirement by completing the literature review assignment and S ED 850 with a grade of B or better prior to enrolling in S ED 895 or S ED 898.

   Level Two: Writing proficiency will be assessed based on the Field Study Report or Thesis submitted as the culminating experience for S ED 895 or S ED 898. All students in the program must complete an 895 or 898 project.

13. **SECOND LANGUAGE REQUIREMENT:** Upload verification of experience learning a second language. Check the following link [http://gcoe.sfsu.edu/current-students/how-apply] for a list of fulfillment options.

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. 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.*

15. **TUBERCULOSIS (TB) TEST:** TB test verification should be a photocopy of a note or card from a doctor. Upload a negative skin test or a clear chest x-ray result. Verification should be valid at the time of application and while in the program. The term of validity from the time you took a negative skin test is four years and five years for the clear chest x-ray.