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**Integrated Teacher Education Program (ITEP)  
Physical Education or Liberal Studies  
General Information Packet**

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**Fall Deadline: March 15**

Submit a university application through Cal State Apply (<https://www2.calstate.edu/apply>). **Please note that the CSU Graduate Application must be submitted online on or before the deadline, regardless of what day the deadline falls.**

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**Attend An Information Meeting over ZOOM Conferencing**

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. Explanation of the requirements for the program, a description of what the program entails (i.e: course work, student teaching, pathways, etc.) and timelines are discussed. Applicants are strongly encouraged to attend the information meeting.

Visit our website (<http://gcoe.sfsu.edu/events/information-session>) for the schedule and information on how to reserve a virtual seat.

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**PROGRAM ADMISSION PROCESS**

1. Submit a complete application on Cal State Apply. Applications missing one or more of the items specified below may not be reviewed.
  2. Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by email.
  3. Applicants who are recommended for admission will be notified 2 to 3 weeks after the interview. Official notification of admission is determined by the Division of Graduate Studies and will be visible in the SFSU Student Portal.
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**LIBERAL STUDIES ITEP VS. PHYSICAL EDUCATION ITEP**

**LIBERAL STUDIES:**

- Students completing Liberal Studies Integrated Teacher Preparation BA will graduate with both a BA and a multiple subjects teaching credential with the additional option of completing a Bilingual Authorization for the state of California.
- Students must start this program in their first year and qualify to begin the credential program courses before beginning their third year. By April of spring semester of their second year in the program, students will be admitted to the credential program if they have: completed 45 hours field experience; achieved at least a 2.76 GPA; acquired the CTC certificate of clearance.
- Transfer students from community colleges may enter the program upon advising. Please see the Liberal Studies ITEP advisor for more information.
- **For more information about the program, please contact: Dr. Jose Acacio De Barros**
  - Email: [Barros@sfsu.edu](mailto:Barros@sfsu.edu).



## GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center  
1600 Holloway Avenue, Burk Hall 244  
San Francisco, CA 94132-4158  
Telephone: 415/405-3594  
Fax: 415/338-1940  
Website: [www.gcoe.sfsu.edu](http://www.gcoe.sfsu.edu)

### PHYSICAL EDUCATION:

- The Single-Subject Credential in Physical Education is an integrated program offered jointly by the Department of Kinesiology and the Graduate College of Education.
- Through this program, we educate and certify teachers to teach physical education in public and private K-12 schools.
- The emphasis on pedagogical knowledge during the early field experience, pre-service, and in-service teaching experience provides the learning environment for teachers to develop the necessary skills to educate a diverse student population to be physically educated individuals for lifelong physical activity.
- The Integrated Program of Professional Preparation consists of a four-year Physical Education Teaching Education program.
- Students will complete the required courses for the major in three years and during the fourth year take the courses required for the single subject Physical Education credential (Student Teaching requirements).
- **For more information about the program, please contact: Dr. Kent Lorenz**
  - Email: [kalorenz@sfsu.edu](mailto:kalorenz@sfsu.edu).

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### University Requirements:

1. Online Graduate Application
2. Application Fee: \$70 (**WAIVED**)
3. Unofficial transcripts from all colleges or universities attended.

### ITEP Program Requirements:

1. Application Processing Fee: \$25 (non-refundable)
2. Unofficial Transcripts from all colleges or universities attended for applicant review.  
**\*Official transcripts are required for admissions.**
3. Bachelor's Degree (**WILL BE IN PROGRESS**)
4. GPA: **Credential ONLY**: 2.50 overall or 2.75 in the last 60 semester units or 90 quarter units
5. Statement of Purpose
6. Resume or Curriculum Vitae
7. Early Field Experience in a California public classroom setting
8. Letters of Recommendation - Minimum of two letters. One must verify Early Field Experience.
9. Fulfill Subject Matter Competency Requirement
10. Fulfill Basic Skills Requirement
11. Negative Tuberculosis (TB) skin test (valid for 4 years) or chest x-ray (valid for 5 years)  
**\*Must be valid at the time of application and while in the program.**
12. Fingerprint Clearance (Livescan and Certificate of Clearance)



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### CSU Graduate Application Requirements

1. **UNIVERSITY APPLICATION:** Please refer to the how-to-apply powerpoint for a step-by-step guide
2. **FEE:** There is a **\$70.00** fee for this application. **(You will be given a code to waive the fee.)**
3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from every college or university attended to the CalState Apply. 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 ([gradstudies@sfsu.edu](mailto:gradstudies@sfsu.edu)).

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### Program Application Requirements

Please upload documentation of each of the following items under "Program Requirements"---  
"Documents" on CalState Apply.

1. **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% nonrefundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.
2. **DEGREE:** Will be earned after completing the program.
3. **GPA:** 2.50 overall or 2.75 in the last 60 semester units or 90 quarter units.
4. **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.**
5. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
6. **EARLY FIELD EXPERIENCE:**
  - **Liberal Studies:** Applicants must show proof of completion of 30 or more hours of early field experience in a public elementary school setting in CA.
  - **Physical Education:** Applicants must show proof of completion of 20 or more hours of early field experience in a public middle or high school setting in CA in Physical Education.
7. **LETTERS OF RECOMMENDATION:** A minimum of 2 letters are required. One letter should verify Early Field Experience. 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 letters on letterhead to the Cal State Apply platform. Letters from relatives and letters more than five years old will not be accepted.**



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

- **Complete an Approved Subject Matter Competency Program:** completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements.

9. **BASIC SKILLS REQUIREMENT:** Met by possession of a baccalaureate degree or higher.

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

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 same clearance. Applicants must complete fingerprinting specific to the Certificate of Clearance in order to be admitted to a credential program. Other proof of fingerprint clearance cannot be substituted. See instructions for COC application here: (<https://gcoe.sfsu.edu/current-students/how-apply>) Upload one of the following:

- A. Proof that you have obtained your COC from the California Teaching Commission on Teaching Credentialing.
- B. Proof that you have applied for the COC (upload copy of completed COC application showing completion of LiveScan) **\*We can begin application review, but we cannot make a final admissions decision until we have received proof that you have obtained, not just applied for, the COC.**
- C. 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. Please check with the SFSU credentialing office prior to submitting alternate documentation.