



## MULTIPLE SUBJECT CREDENTIAL PROGRAM GENERAL INFORMATION Summer 2021 (one year program) and Fall 2021 (three semester program)

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### APPLICATION DEADLINE: March 1

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 fall.**

### 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.

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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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### CSU GRADUATE APPLICATION REQUIREMENTS:

1. **UNIVERSITY APPLICATION:** Open an application to Cal State Apply <https://calstate.liaisoncas.com> using the online Graduate/Post-Baccalaureate application to The California State University
  - When filling out the online application for Credential only: Select SFSU Credential
  - For Summer Start (one year program) select current academic year
  - 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.
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.

**Proof of 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.

**Program GPA Requirements:** Applicants must meet the following minimum GPA requirements:

- Credential only program: GPA: 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units (Credential Only program requirement)
  - MA+ Credential Program: GPA 3.0 or higher in baccalaureate or post-baccalaureate coursework (Credential plus Master's degree program requirement)
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).

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## PROGRAM APPLICATION REQUIREMENTS

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

1. **BASIC SKILLS REQUIREMENT:** Applicants must show proof of completion of Basic Skills OR Proof of Registration for CBEST at time of application. \*While basic skills passage requirements have been temporarily extended and may be completed prior to issuance of the credential, your application will be stronger if you have completed this requirement prior to admissions. **See final page of this document for alternate ways to complete the Basic Skills requirement.**
2. **SUBJECT MATTER COMPETENCY:** Credential candidates must show subject matter competence via passage of the CSET: Multiple Subject Subtests 1,2, and 3 OR verification of completion of a Subject Matter Waiver Program as part of the undergraduate degree. At the time of application please upload:
  - a Proof of passage, attempt, or registration for all 3 subtests of the CSET Multiple Subjects exam. For information and registration go to <http://www.ctcexams.nesinc.com/>
  - OR
  - b Proof of completion of an approved Subject Matter waiver program (must be signed by appropriate authority at your undergraduate institution)

Note that CSET Multiple Subjects I, II, and III scores for exams are valid for 10 years. You must earn your credential before these tests expire.

3. **EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 45 hours of early field experience in one or more elementary school settings. Please see appendix B at end of document for Early Field Experience options. Please upload a separate EFE form for each setting. Signed forms from other academic institutions will be accepted if they specify setting and number of hours completed. Access the Early Field Experience Form here: <https://gcoe.sfsu.edu/current-students/how-apply>
4. **STATEMENT OF PURPOSE:** Upload an essay 500-750 words in length. 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? \*Note that for MA+credential applicants, the statement of purpose is also evaluated for Level 1 Writing Requirements for Graduate Admissions.
5. **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.
6. **CERTIFICATE OF 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 OR
  - 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.
7. **CV/RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
8. **PROCESSING FEE:** There is a **\$25.00 non-refundable** program application fee in addition to the CSU fee above. 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.
9. **LETTERS OF RECOMMENDATION:** Please request letters of recommendation from at least two people (three recommended) who know you in an academic or professional capacity. You will input contact information for each letter writer in CalState Apply, and they will receive a link to

upload their letter. Letters should address the applicant's character, aptitude for teaching, work ethic, and or academic ability. At least one letter must be from someone who has observed you in a teaching capacity, preferably in your Early Field Experience. Letters from relatives and letters more than five years old will not be accepted.

10. **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).

## Appendix A: Options for Completing the Basic Skills Requirements

All candidates for a teaching credential in California must meet the basic skills requirement by providing proof of ONE of the following. While the Basic Skills Requirement has been temporarily moved from an admissions requirement to a requirement for the preliminary credential, proof of completion will strengthen your program application.

**Option 1: CBEST (California Basic Skills Examination):** Submit a *scanned copy* of the results. For information and registration go to [this link - CBEST Information](#).

**Option 2: 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.

**Option 3: 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: [CSET Writing Skills site](#)

Examination	English	Math
CSU Early Assessment Program (EAP) (taken in Spring of 11 <sup>th</sup> grade)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
Entry Level Math (ELM)**		50*
English Placement Test (EPT)**	151	
<i>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.</i> <i>*ELM tests taken prior to March 2002 required a minimum passing score of 550.</i> <i>**The English Placement Test (EPT) and Entry-Level Mathematics Exam (ELM) are no longer offered.</i>		

### Option 4: SAT, ACT, or AP Scores

Examination	Evidence-Based Reading and Writing	Math
College Board SAT (taken <i>after</i> March 2016)	560	570
Examination	Critical Reading (or Verbal)	Math
College Board SAT (taken <i>before</i> March 2016)	500	550
Examination	English	Math
ACT	22	23
Examination	English	Math

College Board Advanced Placement Examinations	Score of 3 or above on one of the following: <ul style="list-style-type: none"><li>• AP English Language and Composition</li><li>• AP English Literature and Composition</li></ul>	Score of 3 or above on one of the following: <ul style="list-style-type: none"><li>• AP Calculus AB</li><li>• AP Calculus BC</li><li>• AP Statistics</li></ul>
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## **Appendix B: Options for Completing Early Field Experience**

Due to the challenges created by the Covid-19 pandemic, we are exercising flexibility in the types of early field experiences that will be considered for Multiple Subject Credential Program applicants for Summer 2021 and Fall 2021 only. You may use any combination of the following to complete the full 45 hours (please complete a separate EFE form for each setting):

- A. Observation and participation in a public elementary school setting, whether in person or remote.
- B. Observation and participation in other school like settings (ex/ after school programs) with elementary students
- C. Tutoring and small group work with elementary school students, particularly in support of learning during the pandemic
- D. Substitute teaching at the elementary grade levels
- E. Work as a teaching assistant or para at elementary grade levels
- F. Observation and participation in a private elementary school setting in a multiple subject, elementary grade classroom
- G. If you have been an employed teacher at a grade level other than elementary (ex/ preschool or secondary school) for 1 or more year, this will suffice for early field experience. If you are in the role of volunteer/ observer, a maximum of 12 hours in non-elementary grade levels can be counted