



---

**Masters in Curriculum & Instruction plus Multiple Subject Credential  
OR  
Multiple Subject Credential ONLY information packet**

---

**Summer and Fall Deadline: March 1st**

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.**

---

**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, 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.

---

**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.

---

**PROGRAM OPTIONS**

1. **One-Year (Summer Start) Program:** Students in the one calendar year program can complete the credential in two semesters plus a summer program. The one-year program provides an intensive teacher education experience that prepares the graduate to rapidly take on the full responsibilities of classroom teaching.
2. **Three Semester Program:** The three semester SFSU Multiple Subject Credential Program provides comprehensive preparation for graduates to become highly effective teachers across a range of elementary grade classrooms (typically grade TK-6)
3. **Bilingual Authorization (w/ teaching credential):** SFSU's Elementary Education Department offers a Multiple Subject Credential with an added authorization in Spanish, Mandarin or Cantonese. The Bilingual Education for Social Transformation or BEST program is dedicated to preparing bicultural teachers in a variety of school settings. Applicants to this program must demonstrate a high level of Spanish, Mandarin or Cantonese.

---

## Program Requirements

### University Requirements:

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

### Multiple Subject Credential plus master's or Credential Only Program Requirements:

1. Application Fee: \$25 (non-refundable)
2. Unofficial Transcripts from all colleges or universities attended for applicant review  
**\*Official transcripts are required if recommended for admissions.**
3. Bachelor's Degree must be posted before starting the program
4. GPA:
  - a. **Credential plus Master's:** 3.0 or higher in baccalaureate or post-baccalaureate coursework OR 3.0 on the last 60 semester units or 90 quarter units.
  - b. **Credential ONLY:** 2.67 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 (grades k-6)
8. Letters of Recommendation: Minimum of two letters. One letter must verify Early Field Experience
9. Fulfill Subject Matter Competency requirement
10. Fulfill Basic Skills requirement
11. Fingerprint Clearance (Live scan and Certificate of Clearance)
12. 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.**

---

## CSU GRADUATE APPLICATION REQUIREMENTS:

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. This application can be filled out online at: <https://calstate.liaisoncas.com>

- When filling out the online application for Credential ONLY: Select **MULTIPLE SUBJECTS 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 **CURRICULUM AND INSTRUCTION & 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 Cal State 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)

4. **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.

5. **PROGRAM GPA REQUIREMENT:** Applicant 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
  - MA+Credential Program: GPA 3.0 or higher in baccalaureate or post-baccalaureate coursework
6. **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).

---

### **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 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.
2. **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.**
3. **CV/RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
4. **EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 45 hours of early field experience in one or more public elementary school settings in CA prior to applying to the program. This experience can be met by substitute teaching, volunteering, or working in a regular education classroom.
- Please upload a separate EFE form for each setting. (Maximum of 2 locations only) Signed forms from other academic institutions will be accepted if they specify setting and number of hours completed.
  - Students who completed fewer than 45 Early Field Experience hours will need to complete the remaining hours before the start of the program. For applicants who have completed 45 hours of EFE, please submit documentation of completed hours.
  - For applicants whose 45 hours of EFE are in progress, please submit documentation of completed hours along with a timeline for any additional hours you will complete after you submit your application.

A letter of recommendation from the teacher or supervising site administrator must verify this experience. The teacher who signed off on your Early Field Experience form must be the one writing your letter of recommendation. The letter should briefly describe the classroom composition, including the cultural background of students, and the classroom environment, and include the grade level and subject that was 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

5. **LETTERS OF RECOMMENDATION:** Please request letters of recommendation from at least two people 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. One letter must be from someone who has observed you in a teaching capacity in your Early Field Experience. **Letters from relatives and letters more than five years old will not be accepted.**

6. **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 with test dates for all 3 subtests of the CSET Multiple Subjects exam. For information and registration go to (<http://www.ctcexams.nesinc.com/>)

**\*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. \***

OR

- b. Proof of completion of an approved Subject Matter waiver program (must be signed by appropriate authority at your undergraduate institution)

OR

- c. Proof of completion in the Liberal Studies major or other interdisciplinary degree that includes coursework in the content areas:

- a. language studies
- b. literature
- c. mathematics
- d. science
- e. social studies
- f. history
- g. art
- h. physical education
- i. human development

**Also acceptable are Liberal Studies degrees that include any focus or concentration in the title. Refer to this link for more information:**

(<https://gcoe.sfsu.edu/sites/default/files/documents/SMR%20by%20Degree%20Form.pdf>)

7. **BASIC SKILLS REQUIREMENT:** Choose one of the following options to fulfill this requirement:

A. **CBEST** (California Basic Educational Skills Test): Submit a **photocopy** of registration with exam dates or results. For information and registration go to (<http://www.ctcexams.nesinc.com/>)

B. **Out-of-State Basic Skills Examination:** Submit 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:** Submit a **photocopy** of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill Basic Skills Requirement. For more information and registration go to (<http://www.ctcexams.nesinc.com/>)

D. **Other Options for Satisfying the Basic Skills Requirement:** See Appendix A at the end of the packet.

\*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.

8. **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 for a negative skin test is four years and five years for the clear chest x-ray.

9. **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.
- b. Proof that you have applied for the COC (upload copy of completed COC application showing completion of Live Scan) **\*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.

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**

>>Electronic score reports are NOT acceptable<<

>>Request official score reports from College Board to have them be sent to SF State's Undergraduate Division<<

<b>Examination</b>	<b>English</b>	<b>Math</b>
CSU Early Assessment Program (EAP) (taken in Spring of 11th grade)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
Entry Level Math (ELM)**		50*
English Placement Test (EPT)**	151	

**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 if the individual passes a section of English and a section of Mathematics.**

\*ELM tests taken prior to March 2002 required a minimum passing score of 550.

\*\*The English Placement Test (EPT) and Entry-Level Mathematics Exam (ELM) are no longer offered.

<b>Examination</b>	<b>Evidence-Based Reading and Writing</b>	<b>Math</b>
College Board SAT (Taken <b>after</b> March 2016)	560	570

<b>Examination</b>	<b>Critical Reading (or Verbal)</b>	<b>Math</b>
College Board SAT (Taken <b>before</b> March 2016)	500	550

<b>Examination</b>	<b>English</b>	<b>Math</b>
ACT	22	23

<b>Examination</b>	<b>English</b>	<b>Math</b>
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>