



**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 (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 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.
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PROGRAM OPTIONS

1. **One-Year (Summer Start) Program:** Students in the one calendar year program are able to 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.



CSU GRADUATE APPLICATION REQUIREMENTS:

- 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>)
 - When filling out the online application for Credential ONLY: Select **MULTIPLE SUBJECT 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 **MULTIPLE SUBJECT CREDENTIAL AND CURRICULUM AND INSTRUCTION (ELEMENTARY EDUCATION)**
- FEE:** There is a **\$70.00** fee for this application. You can pay online at the time of the application submission.
- 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 REQUIREMENT:** Applicant must meet the following minimum GPA requirements:
 - Credential Only program: GPA: 2.50 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
- 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.

- 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). Cashnet charges a 2.75% nonrefundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.



2. **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.
3. **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.**
4. **CV/RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
5. **EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 30 or more hours of early field experience in an elementary school setting. **Please see Appendix B** at the end of the document for Early Field Experience options. Please upload the completed SF State EFE form on CalState Apply. 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>)
6. **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. **Please advise letter writers to upload scanned, signed letters on letterhead to the Cal State Apply platform.** Letters from relatives and letters more than five years old will not be accepted.
7. **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/>)

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 Liberal Studies degrees that include any focus or concentration in the title.
- D. Proof of completion of 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

8. **BASIC SKILLS REQUIREMENT:** Applicants must show proof of completion of Basic Skills **OR** Proof of Registration for CBEST at time of application. **Check Appendix A** for the different options on how to satisfy Basic Skills. Your application will be stronger if you have completed this requirement prior to admissions.

9. **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.

10. **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 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.

11. **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](#)

Option 4: Basic Skills Requirement Evaluation: Applicants may satisfy the basic skills requirement through coursework and/or exams. Complete the Basic Skills Requirement Evaluation Form and upload to CalState Apply. ([Microsoft Word - BSR Eval Request Form.docx \(sfsu.edu\)](#))

Examination	English	Math
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 as long as 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.

SAT, ACT, or AP Scores

Examination	Evidence-Based Reading and Writing	Math
College Board SAT (taken after March 2016)	560	570



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

Examination	Critical Reading (or Verbal)	Math
College Board SAT (taken before 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"> • 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



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 experience that will be considered for the 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 (i.e: 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 (i.e: preschool or secondary school) for 1 or more years, this will suffice for early field experience. If you are in the role of volunteer/observer, a maximum of 121 hours in non-elementary grade can be counted