GRADUATE COLLEGE of
EDUCATION
SF STATE

Credential & Graduate Services Center
1600 Holloway Avenue, Burk Hall 244
San Francisco, CA 94132
Telephone: 415/405-3594
Website: gcoe@sfsu.edu
Email: credinfo@sfsu.edu

SINGLE SUBJECT GENERAL INFORMATION (Applies to Spring and Fall 2021 only)

FALL DEADLINE: February 15   **SPRING DEADLINE:** November 15

Due to current school closures and movement restrictions, we have temporarily changed some admissions requirements into program requirements. If you have not yet completed one or more of the requirements below you will need to do so while enrolled in the credential program, following the timeline below. **These are official program requirements for students admitted for Spring and Fall 2021, and timely completion is required to maintain continued enrollment in courses and field placements.**

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

University Requirements:
- Online Graduate Application
- Application fee $70.00
- Official transcripts from all colleges or universities attended **Single Subject Credential Only or Single Subject Credential plus Master's Program Requirements:**
- 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 for Credential plus Master's degree program requirement; 2.67 overall or higher for Credential only (see details on p.3).
- Statement of Purpose – also fulfills written English proficiency requirements for Cred plus MA candidates
- Resume or Curriculum Vitae

- Letters of recommendation (minimum of two)
- Fulfill Second Language Requirement
- Negative Tuberculosis [TB] test or clear chest x-ray (must be valid while in the program) 1

- Additional Requirements prior to entering a public school
  - Fulfill Subject Matter Competency Requirement
  - Fulfill Basic Skills Requirement
  - Fingerprint Clearance (Livescan and Certificate of Clearance)

ADMISSION PROCEDURES

Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by email. Applicants who will be **recommended** for admission will be notified by email 2 to 3 weeks after the interview. There will be a mandatory orientation for accepted 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
   - *When filling out the online application for Credential plus Master's Degree program*: **Select EDUCATION – SECONDARY EDUCATION & CREDENTIAL**
   - *When filling out the online application for Credential only*:
       Select SINGLE SUBJECT 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 (gradstdy@sfsu.edu).

4. **TOEFL:** If you are an international student or if you have a Bachelor's degree from outside the United States, please contact 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 select classes in the credential program count towards the 30 unit Masters if you earn a "B" or higher in those courses.
- Many 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 for the Master's program should you choose the Credential

+ Master's program now, instead of Credential Only and you maintain continuous enrollment. Please note that the GPA required for admission to the Credential plus Master's degree program is higher than that required for the Credential program (see next page: GPA heading).

In addition, the tuition for graduate students (Credential plus MA) is slightly higher than the tuition for credential only students (as of Fall 2019, approximately $200 more depending on part or full-time status). More information on the tuition differences can be located here:

https://bursar.sfsu.edu/students_services (Click the latest academic semester, then click "schedule of tuition and fees")

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REQUIREMENTS FOR ADMISSION:

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

2. **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 (creddocs@sfsu.edu).

3. **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.

4. **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 3.0 in the last 60 semester units or 90 quarter units. For Credential Only Program applicants, a 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units.

5. **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.**

6. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.

7. **EARLY FIELD EXPERIENCE:** The 45 hours of Early Field Experience has been temporarily suspended as an admissions requirement. However, the hours are still required as part of the clinical practice requirement to apply for your preliminary teaching credential. Students who completed fewer than 45 Early Field Experience hours will need to complete the remaining hours in the first semester of their student teaching placement, as part of their field placement. These will be

recorded on your field experience time log. Early field experience should take place in one or more public middle or high school settings in CA in your content area (remote or in-person). 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. Please see the appendix at the end of this document for Early Field Experience options.

8. **LETTERS OF RECOMMENDATION:** A minimum of 2 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 Cal State Apply platform.** *Letters from relatives and letters more than five years old will not be accepted.*

9. **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:

➢ **Passing or completion of the CSET exams is not required for Spring 2021 or Fall 2021 admissions due to the COVID-19 situation (A ONE-TIME ADMISSION EXCEPTION ONLY).**
   At minimum, you must have registered for the required CSET exams by February 15, 2021. Test dates can be after February 15, 2021. *Photocopies* of registration with test dates or all exam scores should be uploaded to Cal State Apply, even if you have requested the testing company to send the scores to SF State. Exams vary by subject. All CSET scores 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/. To search for available testing centers, search by individual subtest, expand the geographic area, and check daily for last-minute cancellations.

➢ **The subject matter competency requirement must be completed/passed prior to applying for the preliminary teaching credential at the of the program in May 2022.**

➢ **Complete an Approved Subject Matter Competency Program:** To have your coursework assessed, please consult the list of Subject Matter Advisors and make an appointment [https://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 submit 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.

10. **BASIC SKILLS REQUIREMENT: Passing or completion of the CBEST exams is not required for Spring 2021 or Fall 2021 admissions due to the COVID-19 situation (A ONE-TIME ADMISSION EXCEPTION ONLY). At minimum,** applicants must demonstrate progress towards completing basic skills - e.g., register for the CBEST. **The Basic Skills requirement (CBEST or equivalent) must be completed/passed in order to apply for the preliminary teaching credential at the end of the program in May 2020.** Choose one of the following options to fulfill this requirement.

A. **CBEST (California Basic Educational Skills Test), at minimum, proof of registration by February 15, 2021.** Submit a *photocopy* of registration/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. **Other Options for Satisfying the Basic Skills Requirement (see chart below):**

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.

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

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: • AP English Language and Composition • AP English Literature and Composition	Score of 3 or above on one of the following: • AP Calculus AB • AP Calculus BC • AP Statistics

11. **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.

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

13. **CERTIFICATE OF CLEARANCE:** Your Certificate of Clearance *must be received* by January 4, 2021 (for Spring 2021) and July 1, 2021 (for Fall 2021).
    Please note that this means you must apply for the COC as soon as movement restrictions are lifted, if you have not already, as it takes the CTC several weeks to process applications. Please contact credinfo@sfsu.edu if you have any questions about this process. Once you have received your COC, please forward documentation to creddocs@sfsu.edu.

    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. Submit a printout from the CTC website.

For more detailed information about the Certificate of Clearance, please visit this link: https://www.ctc.ca.gov/docs/defaul t-_source/leaflets/cl900.pdf?sfvrsn=2

Please note that there is a two-step process to apply for the Certificate of Clearance: Livescan fingerprinting and online application to the CTC. 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.***

14. **TUBERCULOSIS (TB) TEST: We understand that restrictions on movement due to COVID-19 may make obtaining this documentation challenging. Please submit as soon as restrictions on movement are lifted.** 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.

Appendix: 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 Single Subject Credential program applicants **for Spring 2021 and Fall 2021 only**. All experiences must be supervised by an experienced educator, per Commission on Teacher Credentialing guidelines. You may use any combination of the following to complete the full 45 hours (please complete a separate Early Field Experience form for each setting):

➢ Observation and participation in a public middle school or high school setting in CA, whether in person or remote in your content area. We recommend getting in touch with the SF Ed Fund for their virtual classroom support program or 826 Valencia In-School Projects (see below for more information).

➢ Observation and participation with university-based Early Field Experience courses, with SED Department Chair approval

➢ Tutoring and small group work with public middle and high school students in your content area particularly in support of learning during the pandemic. These hours must be through established programs such as SF EdFund or 826 Valencia. We will not consider private tutoring hours.

➢ Substitute teaching in CA public middle/high schools in the content area you would like to teach

➢ Work as a teaching assistant or para at CA public middle/high schools in the content area you would like to teach

Contact information for established programs mentioned above:

• SF Ed Fund has set up virtual tutoring & classroom support program in SFUSD: https://sfedfund.org/take-action/volunteer/volunteer-san-francisco-schools/

• 826 Valencia In-School Projects: https://826valencia.org/programs/in-school-projects/