Program Deadlines:

Fall Semester applications EXTENDED to March 15
Spring Semester applications due November 15

Please note that the application process requires TWO separate applications, one to the Credential Program and one to SF State. Both the Credential Program Application and the CSU Graduate Application are due on the above deadline. If the deadline falls on a weekend, program applications will be accepted the next working day following the deadline. Please note that CSU Graduate applications must be submitted online on or before the deadline regardless of what day the deadline falls.

Attend an Information Meeting

Meetings are held regularly by the Credential Services Office. Visit our website: https://coe.sfsu.edu/eventsview/all for the schedule and how to reserve a seat. Meetings are designed to inform prospective students of the best possible way to meet the requirements for admission to a credential program. Explanation of the requirements, a description of the program, and timelines are discussed. All applicants are strongly encouraged to attend an information meeting. For information on the Intern Program please visit: http://coe.sfsu.edu/cstpc/intern.

Requirements for the Single Subject Credential Program

University Requirements
- Online Graduate Application
- Application fee $55.00
- Official transcripts from all colleges or universities attended

Single Subject Credential Program Requirements
- Program application
- Application fee $25.00 (non-refundable)
- Official transcripts from all colleges or universities attended
- Bachelor’s Degree must be posted before starting the program
- GPA: 2.67 overall or 2.75 in last 60 semester units
- Statement of Purpose
- Resume or Curriculum Vitae
- Early Field Experience in a public classroom setting
- Letters of recommendation (minimum of three)
- Fulfill Subject Matter Competency Requirement
- Fulfill Basic Skills Requirement
- Fulfill Second Language Requirement
- Fingerprint Clearance
- Negative TB test (must be valid for at least six months at time of program start)

Admission Procedures

Faculty will interview applicants with complete applications who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by mail 2 to 3 weeks after the application deadline. Applicants who will be recommended for admission will be notified by mail 2 to 3 weeks after the interview. There will be a mandatory orientation in April for applicants who are recommended for admission.

Rev 01-07-15 (Deadline Ext)
### 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 Graduate/Post-baccalaureate application to The California State University. Application information can be found on the Graduate Division webpage – www.sfsu.edu/~gradstyd. The application can be filled out online at www.csumentor.edu. You can also check the status of your application at www.sfsu.edu/online/appstat.htm.

   **When filling out the online application:**
   - Choose the Major/Program Objective -- Cred Only (Single Subject: your subject area) [CREDCERT]
   - Choose the Degree Objective -- none
   - Choose the Credential Objective -- Single Subject (your subject)
   - The application must be submitted online by department deadlines

2. **Fee:** There is a $55.00 fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you have submitted your application.

3. **Transcripts:** Submit one official set of sealed transcripts from every college or university attended to the SFSU Graduate Admissions, ADM 250, 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to you and submitted either in person or by mail as one packet. If you have previously attended SFSU, you may not need to send transcripts. Please check with Graduate Admissions regarding their policies.

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 admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

### Credential Program Requirements for Admission

1. **Credential Program Application:** Complete the Single Subject Credential Program Application.

2. **Processing Fee:** There is a **$25.00 non-refundable** fee for this application. This can be paid at the Bursar’s Office prior to submitting the program application. The Bursar will stamp the payment slip included in the program application. If you cannot pay in person, a check or money order payable to SFSU can be attached to the filled out fee slip.

3. **Transcripts:** Submit one official set of sealed transcripts from every college or university attended. This is in addition to transcripts for the CSU Graduate application. You should collect all official transcripts and submit them with the application. SFSU transcripts can be unofficial copies from MySFSU. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of agencies: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

4. **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. Applicants with degrees from outside the United States must have the equivalent of a bachelor’s degree from a US regionally accredited institution. 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 updated transcripts once the degree has been awarded.

5. **GPA:** Applicants for admission should have attained a grade point average of at least 2.67 in all baccalaureate and post baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units or 90 quarter units.

6. **Statement of Purpose:** Submit 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 have prepared you to work in a collaborative environment such as a high school or a cohort in the Single Subject Program?

7. **Early Field Experience:** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience prior to applying to the Single Subject Credential Program. This Early Field Experience requirement can be met by volunteering, substitute teaching, or working in a Single Subject, regular education classroom in a California public school, in an appropriate subject area. The classroom should be culturally and linguistically diverse, meaning that at least one third of the students are English Language Learners. This includes Ebonics speakers. The intention is for applicants to gain some exposure to and familiarity with the role of the teacher, the student age group, the current curriculum standards, and the public school environment. The experience should be within the last 5 years. Experiences in private schools, pre-schools, special education, higher education, religious education, after school programs or outside the U.S. will not meet this requirement.
A letter of recommendation from the teacher or supervising site administrator must verify this experience. The letter should briefly describe the classroom composition, including the cultural background of the students, and the classroom environment, including grade level and subject(s) 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. The letter must be on letterhead and have an original signature. A sample letter is attached on Page 8. This letter also counts as one of the three required letters of recommendation.

Agencies that can assist you in finding field experience locations are the San Francisco School Volunteers (www sfedfund org) or Pacifica School Volunteers (http://pacificaschoolvolunteers org). You may also call your local school district for more options. The Teacher Preparation Center has a more complete list of volunteer placement programs.

8. LETTERS OF RECOMMENDATION: A minimum of three (3) letters is required. The Early Field Experience letter can count as one of the three letters. Letters should address the applicant’s character, aptitude for teaching, work ethic, or academic ability, et cetera. Additional letters will also be accepted to augment the application. Letters must be on letterhead and have original signatures. Letters from relatives and letters more than five years old will not be accepted. Applicants should collect all letters and include them in the application packet.

9. SUBJECT MATTER COMPETENCY: The Credential 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:

- Pass the required CSET exams. All parts of the exam for your subject must be taken before the application deadline. Those with only partial passing scores will not be admitted. Photocopies of all exam scores should be included with the Program Application, even if you have requested the scores sent to SFSU by the testing company. Exams vary by subject. For information and registration go to: www.ctcexams.nesinc.com. All CSET scores are valid for five years. You must earn your credential before these tests expire.

- Complete an Approved Subject Matter Competency Program. To have your coursework assessed, please consult the list of Subject Matter Competency Advisors on Page 14 and make an appointment. The form the advisor needs to complete is on Page 15. You must complete 100% of subject matter competency coursework at a California State University (CSU) campus to be admitted and begin the credential program. Per CSU Executive Order 1077 under Section III, a comparison and analysis of student transcripts from a non-CSU, non-CTC-approved subject matter program shall not satisfy the CSU requirement for certifying subject matter competence.

NOTE – We will accept unofficial printouts of grades to verify completion of the Subject Matter Program for admission purposes only. You MUST submit an official transcript (SFSU excepted) to be recommended for a credential.

If you have completed a subject matter program at another CSU campus, we must have an official, original form or letter with a Commission on Teacher Credentialing-approved signature verifying that you have met all subject matter program requirements in a program approved by the CTC.

If your subject area is not listed on the advisor list provided, then SFSU does not have an approved subject matter competency program for that area. Subject Matter Program evaluations can only be done by SFSU or another CSU campus. For more information about the CSU Executive Order, please go to the following link: http://www.calstate.edu/eco/EO-1077.html.

10. BASIC SKILLS REQUIREMENT: Choose one of the following options to fulfill this requirement. You cannot combine any of the options below:

A. CBEST (California Basic Skills Examination) Submit a photocopy of the results. For information and registration go to: www.ctcexams.nesinc.com.

B. Out-of-State Basic Skills Exam. Submit a photocopy of the results. Not all states’ Basic Skills Exams have been approved by the CTC. Contact the Teacher Preparation Center to find out if the test you took is approved. For more information on specific tests, contact the appropriate Department of Education for the state in which the test is given.


D. CSU EAP Placement Tests (Early Assessment Program)*. This test is given to California high school students only. This is usually taken in the spring of your 11th grade year. Results must state College Ready OR Exempt. Submit a photocopy of the results.

E. CSU ELM & EPT (Entry Level Math & English Placement Test)*. These tests are taken by incoming CSU freshmen. ELM passing results: 50 (550 prior to March 2003) EPT passing results: 151. Submit a photocopy of the results or a printout from MySFSU or similar CSU student system. Results must show a score on both ELM and EPT.

*Since the EAP and the EPT/ELM examinations are linked for CSU admission and placement, the Commission 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 for Mathematics. For example, an individual may pass the Mathematics EAP and the EPT examination to satisfy the Basic Skills Requirement.
11. SECOND LANGUAGE REQUIREMENT: Show verification of experience learning a second language. See Page 7 for fulfillment options.

12. 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 clearance. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-interim permits, short term staff permits, clear or preliminary, or Child Development permits. District or other job related clearance is not acceptable. Submit a print-out from the CTC website. For instructions on applying for the Certificate of Clearance see page 9.

For student teaching placement purposes districts may require additional finger printing clearance.

13. TB TEST: (interns are exempt from this requirement) 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 least six months at program start date. The term of validity is for a negative skin test is one year and five years for the clear chest x-ray.

ADDITIONAL CREDENTIAL REQUIREMENTS

These can be completed after admission, before earning you credential.

- Completion of U.S. Constitution course or exam. You must meet the U.S. Constitution requirement either by course work or examination. Those who earned a B.A. from a CSU campus have already met this requirement. Check with the Teacher Preparation Center to see if you have met this requirement. See the TPC website for test site locations: http://coe.sfsu.edu/cstpc/us-constitution-requirement. Interns must complete this requirement before applying for the Intern Credential.

- CPR. You must have current training in administering CPR to adults, children and infants at the time of application to the Commission on Teacher Credentialing.

- Performance Assessment for California Teachers (PACT). All Single Subject credential candidates are required to pass the Performance Assessment for California Teachers known as the PACT. Instructions and details regarding the PACT are provided upon admission to the program. Information regarding this requirement can also be located at the following web site: http://www.pactpca.org/_main/hub.php?pageName=Home

MA IN SECONDARY EDUCATION

The Department of Secondary Education offers an MA in Secondary Education. To be eligible for this program you must have the following:

- A Preliminary or Clear Single Subject Credential
- For a list of other requirements please contact the Department of Secondary Ed.

SFSU COLLEGE OF EDUCATION CREDENTIAL PROGRAM FILE USE AND STORAGE POLICY

All materials submitted to San Francisco State University (SFSU) become the property of SFSU and will not be returned. SFSU will not make photocopies or otherwise duplicate materials for applicants’ personal use. Applicants should make copies for personal use before submitting materials to SFSU. Applicants may access their credential file for viewing or to make copies at their own expense during the Teacher Preparation Center’s office hours in Burk Hall 244. Applicants must show photo ID to access their file.

Files of applicants who were denied entrance to a program or who chose not to enroll in the program the semester for which they were admitted will be kept for one year. Requests to reapply and have previous applications reconsidered for future semesters must be made in writing and submitted according to published application deadlines.

Upon being recommended by SFSU to the Commission on Teacher Credentialing for award of a Preliminary or Clear credential, all materials not directly related to the application for the credential or SFSU accreditation will be destroyed. A record of the application and recommendation for the Preliminary or Clear credential and supporting documents will be stored for 7 years. Consult the SFSU Registrar for information about University transcript policies.

THE SB 2042 CREDENTIAL AND CLAD

The Commission on Teacher Credentialing (CTC) governs teacher certification under the authority granted to it by the California State Legislature in Senate Bill 2042. SB 2042 includes stipulations under Assembly Bill 1059, which authorizes you to teach English Language Learners or what was previously designated “CLAD classrooms”. This means that you will NOT have to complete a separate (or an additional) CLAD program nor take the CTEL exams.
**SINGLE-SUBJECT CREDENTIAL COURSE WORK OPTIONS**

The Single Subject Teaching Credential Program is designed to prepare qualified candidates with the course work and field experiences needed to enable them to effectively teach their subject in California public schools, particularly middle and high schools. The Department of Secondary Education prepares candidates to teach in the following subject areas: Art, English, World Languages, Home Economics, Mathematics, Music, Physical Education, Science, and Social Science. The SFSU Single Subject Credential Program is a one-year, full-time program which starts Fall semester only.

For course descriptions, consult the SFSU Bulletin: www.sfsu.edu/~bulletin. For class times and locations, consult the class schedule: www.sfsu.edu/online/clssch.htm.

**SINGLE SUBJECT CREDENTIAL PROGRAM OUTLINE**

**TWO SEMESTER PROGRAM FOR FULL-TIME STUDENTS**

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<tr>
<th><strong>FIRST SEMESTER FALL</strong></th>
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<tr>
<td><strong>Curriculum &amp; Instruction 1</strong> — discipline-based; see course numbers below</td>
<td>3 units</td>
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<tr>
<td>Subject Area—Course Number: English-ENG 713; Mathematics-S ED 759.01; Science-S ED 759.02; Social Science-SED 759.03; Art-ART 650; World Languages-FL 750; Home Economics-CFS-699; Music-MUS 760; and P.E.-KIN 750</td>
<td>Course numbers vary</td>
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<tr>
<td>Student Teaching 1 – Observation &amp; Participation</td>
<td>S ED 640 3 unit</td>
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<tr>
<td>Social, Cultural and Historical Foundations of Education</td>
<td>S ED 701 3 units</td>
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<tr>
<td>Literacy Across Content Areas</td>
<td>S ED 720 3 units</td>
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<tr>
<td>Classroom Environment (cohort class must be taken concurrently with SED 640)</td>
<td>S ED 751 3 units</td>
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<tr>
<td>Adolescent Development</td>
<td>S ED 800 3 units</td>
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<tr>
<td>Computer Fundamentals for Teachers*</td>
<td>ITEC 601 1* unit</td>
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18 total units

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<td>3 units</td>
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<tr>
<td>Subject Area—Course Number: English-ENG 714; Mathematics-S ED 769.01; Science-S ED 769.02; Social Science-SED 769.03; Art-ART 655; World Languages-FL 751; Home Economics-Not Required; Music-MUS 761; and P.E.-KIN 751</td>
<td>Course numbers vary</td>
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<tr>
<td>Student Teaching 2</td>
<td>S ED 660 9 units</td>
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<td>Professional Perspectives &amp; Practices (cohort class must be taken concurrently with SED 660)</td>
<td>S ED 752 3 units</td>
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<td>Second Language Development</td>
<td>S ED 790 3 units</td>
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18 total units

* ITEC 601 is a College of Extended Learning course.

Contact the Department of Equity, Leadership Studies and Instructional Technologies (ELSIT) at (415) 338-1653 for further information. You may also go to the following link for other options to satisfy the technology requirement <http://coe.sfsu.edu/docs/ltac/ITEC_packet.pdf>
**SINGLE SUBJECT CREDENTIAL PROGRAM OUTLINE**  
**THREE SEMESTER PROGRAM OPTION**

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<td>ITEC 601</td>
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* ITEC 601 is a College of Extended Learning course.  
* Contact the Department of Equity, Leadership Studies and Instructional Technologies (ELSIT) at (415) 338-1653 for further information. You may also go to the following link for other options to satisfy the technology requirement <http://coe.sfsu.edu/docs/itec/ITEC_packet.pdf>
INTERN PROGRAM

The Intern Program is a four-semester program beginning only in the Fall semester. All participants must be employed at least part-time as the teacher of record in their subject area and meet all internship credential requirements. All classes for the Intern Program will be held after 4 p.m. If you are offered employment, email the Dr. Patricia Irvine (pirvine@sfsu.edu) for information concerning the Intern Program.

SECOND LANGUAGE REQUIREMENT

Candidates must show verification of experience learning a single second language obtained through one of the options described below:

A. Completion of 1-6 semester units (or 1-9 quarter units) in course work that emphasizes the learning of a language other than English (including American Sign Language). A grade of "C" or better, "Pass," or "Credit," must be earned in each course, verified by an official transcript from a regionally accredited college or university, or comparable institution outside the United States. Professional development and continuing education units from such institutions are acceptable.

B. Successful completion of two years of course work in a language other than English in grades seven (7) through twelve (12) in a public or private secondary school with an average grade of C or better, verified by an official transcript or a letter from the school.

C. Successful completion of the training in a language other than English given by the Peace Corps to volunteers preparing to serve in a non-English speaking country, verified by official Peace Corps documentation.

D. Immigrating to the United States from a non-English speaking country at any age, verified by a birth certificate, passport, entry visas, or other documents.

E. Passage of any nationally administered, standardized examination in a language other than English, verified by an official score report.

F. A proficiency level of "novice-high" or above on the American Council on the Teaching of Foreign Languages, Inc. (ACTFL) Proficiency Guidelines or "0+" (zero plus) or above on the Interagency Language Roundtable (ILR) Proficiency Descriptions, verified by an official score report.

G. A score on a College-Level Examination Program (CLEP) examination in a language other than English administered by the College Board equal to or higher than the minimum score recommended by the American Council on Education for awarding credit for two semesters, verified by an official score report.

H. Residence in a non-English speaking country or countries for twelve consecutive months at age 18 or older, verified by passports, work visas, letters from employers, or other documents.

I. Successful completion of one academic year (over a single period) at age 14 or above at a school in which all instruction, except in the subject area of English, was delivered in a language other than English, verified by an official transcript or a letter from the school.

J. Successful completion of two academic years in a non-English language development school program. Must be verified by letter or transcript. (e.g. Chinese language after-school or Saturday language program)

K. Achievement of a score on the Advanced Placement Examination in a language other than English offered by Educational Testing Service for which college credit or advanced standing is awarded, verified by either an official transcript or a letter from the registrar's or admission's office from a regionally accredited institution of higher education.

L. Completion of 90 hours of language training, with a grade of "C" or better or the equivalent, in a language other than English offered under the auspices of the California Department of Education's Bilingual Teacher Training Program (BTTP) or by a county office or school district whose program, prior to its implementation, has been deemed equivalent to the BTTP by the California Department of Education. This training is to be verified by a letter signed by an authorized representative of the BTTP or county or district program.

Rev 01-07-15 (Deadline Ext)
MISSION High School
3750 18th Street
San Francisco, CA 94114
Phone: (415) 241-6240

March 3, 2013

To whom it may concern:

I am writing to verify that ___ (applicant name) has volunteered for at least 45 hours in my ___ grade classroom since ____(date)____. My classroom is comprised of diverse students, primarily Hispanic/Latino, but also including Asian American, African American and Filipino-American students. My students also have diverse needs, such as ____________.

I am also writing to evaluate (applicant’s) performance. There are several ways in which s/he has helped in my classroom: ____________________________, ____________________________, and ____________________________. I observed (applicant) interacting with students and noticed that __________. Based on his/her performance in my class, I believe that (applicant) has the potential to be an effective teacher because of the following qualities:

______________________________, ________________________________, and ________________________________. One area that (applicant) might focus on for improvement is ________________. Finally, I would like to note that (applicant) demonstrated a (fair/good/excellent) work ethic. For example, __________.

If you have further questions, please do not hesitate to contact me at (415) 123-4567 or teacher@yahoo.com.

Sincerely,

A. Teacher
CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

- Complete the CTC-specific 41-LS LiveScan form: http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf. Take it to a Live Scan Station (http://ag.ca.gov/fingerprints/publications/contact.php) for your fingerprints to be taken.

- If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.

COMPLETE THE ONLINE APPLICATION AT THE CTC WEBSITE

- Apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)
- Important: Before beginning the application process, be sure to turn off all pop-up blockers for this site.
  - A. Click the Online Services for Educators navigation button
  - B. Select the link “Educators Page” to complete your application on the Educator Page
  - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.
  - D. Edit/complete your personal profile and click ‘Next’
  - E. Click on the “Create New” button under Web Applications to start your application for the Certificate of Clearance
  - F. Select the Certificate of Clearance from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click ‘Next’
  - G. Read the Disclosure page for the Professional Fitness questions and answer ‘Yes’ to continue to the next page.
  - H. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Submit Payment
  - I. The display shows the document applied for and the amount to pay. Click the Continue button.
  - J. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click continue button when finished.
  - K. Verify all the payment information is correct, including email address. Click complete Payment button. Do not click the Complete Payment button more than once.
  - L. Use the link provided to obtain a printable receipt for your reference and personal records.

- Note: If you answered “yes” to any of the Personal and Professional Fitness questions you must send required supporting materials to the Commission as per instructions.

- Once your COC is processed it can be printed from the Internet. After two weeks, log in to the Educator’s Page on the CTC website: http://www.ctc.ca.gov/credentials/online-services/default.html to check your application status.

- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. **The printed document must have your name, document number and the issuance date.**

If you already have a Certificate of Clearance OR a CCTC credential (i.e., Substitute Credential, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the above process.

Rev 01-07-15 (Deadline Ext)
GENERAL ADMISSION INFORMATION

PRE-ADMISSION

SF STATE STUDENT ID
You will be issued an SF State student ID after you apply to the University via CSUMentor. It will be sent to you in an email from Graduate Admissions. If you were previously a student at SF State you have already been issued an ID number and it will remain the same. Social Security Numbers are no longer used. Please note: ALL correspondence or phone messages with the Credential Admissions and Credential Services MUST include your student ID number. This number must be on ALL documents submitted.

SF STATE PASSWORD
Your SF State password is created by you, not assigned by the University. Once you receive an ID you can create a password or you can reset your password by clicking on the following link: https://www.sfsu.edu/online/auth/reset.htm.

CHECKING ADMISSION STATUS
You can check your graduate admission status at any time once you apply to the University via CSUMentor. You will need your SF State ID and password to log in. This status reflects only your application to the University. It does not reflect your department status. Here is the link: https://www.sfsu.edu/online/appstat.htm.

MySFSU
MySFSU is an online portal for SF State students to access a variety of items including: sign in and register for classes, update your address, open or update your email account, access your grades, class schedule, unofficial transcript, test score report, financial statement and more. https://www.sfsu.edu/online/login.htm

WITHDRAWAL PRIOR TO ADMISSION
If you choose to withdraw from the Admission Process please inform the Credential and Graduate Services Center in writing (an email is fine) to the Credential Admission Office at <credentry@sfsu.edu>. The Admission Specialist will then inform the department and Graduate Admissions.

REAPPLICATION
If you are denied admission, you withdraw, or did not enroll the semester you were admitted and would like to reapply, you need to do the following things: reapply to the University using CSUMentor, submit the one-page program application, repay the department application fee and submit any missing or updated items to the Credential and Graduate Services Center (Burk Hall 244) by the program deadline. Let Credential Admissions know you would like to reapply, at least three months before, in writing by emailing <credentry@sfsu.edu>. Please note: Once you reapply, you are subject to any new policies and/or program requirements.

ADMISSION NOTIFICATION
An applicant will only be admitted to a Credential Program if all the requirements at both the University and the Department levels are met. Simply meeting the requirements does not guarantee admission into the credential program. You will be recommended for admission only AFTER these requirements are completed, including the Mandatory Orientation. The letter sent from the Credential Admissions office is not official admission to the University. It is just informing you of the department’s recommendation for admission. You will be notified of formal admission by the Graduate Division via a letter from the Dean of Graduate Studies.

MANDATORY ORIENTATION
The Mandatory Orientation is given by the department and is usually in mid-April. You will be notified of the time and date by email and/or mail. You must RSVP directly to the Department of Secondary Education. All recommendation for admission will be done after you attend this orientation.

GRADUATE ADMISSIONS

INTENT TO REGISTER
For Graduate students the intent to register deadline that appears when you check your status is not applicable. Once you are admitted to the university you have ten days from that date to declare your intent to register. Declaring intent to register does not obligate you to pay tuition or register for classes if you choose to withdraw instead.
SF STATE EMAIL
You can open an SF State email account once you have been admitted. You can do this by logging on to MySFSU. Faculty may use your SF State email address, make sure to check it often or have your email forwarded. If you want to have your email forwarded from your SF State account you can do this in MySFSU.

IMMUNIZATION RECORDS
SF State students are required to submit proof of Measles, Mumps and Rubella (MMR) Immunization. Failure to comply with this requirement will result in a registration hold. Submit this paperwork to the Registrar, located in the Student Services Building. You can find the forms on the Registrar’s website: http://www.sfsu.edu/~admisreg/regformstoc.html#registration.

COURSE FEES
All credential students must pay course fees at the Graduate rate. Course fees can only be paid once you have been formally admitted to the university. You can see the current fee schedule on the Bursar’s website: http://www.sfsu.edu/~bursar/. The fee deadline can be found at the Bursar’s website as well.

REGISTRATION FOR CLASSES
Registration for those beginning a credential program is usually late July or early August. Students cannot register for classes before their 24-hour priority registration period. You can find out when your priority period is by logging into MySFSU. You will not be assigned a priority period before you are admitted. You may also have to pay course fees before being assigned a registration period.

During your priority registration period you may add and drop classes via MySFSU. Once this period is over you can only add or drop during Open Registration. A schedule of open registration can be found on the Registrar’s website: http://www.sfsu.edu/~admisreg/reg/reg.html.

WITHDRAWAL AFTER ADMISSION
If you choose to withdraw from the University, you must fill out a Petition to Withdraw from the University form: http://www.sfsu.edu/~admisreg/regformstoc.html to receive a fee refund and to drop your classes. Then, inform your department, your student placement coordinator, your master teacher and your supervisor.

TRANSCRIPT HOLDS
If you are admitted to the University before your baccalaureate degree is posted or before you finish a course(s) at another University, you must submit a final transcript to SF State Graduate Admissions at any time during your first semester. If you do not, a hold will be placed on your record and you will not be able to register for your second semester classes. If you earned your degree at SF State, you do not need to turn any transcripts in for work completed at SF State to the Graduate Admissions Office. Be sure to turn in new transcripts showing your degree to the Credential and Graduate Services Center as well. The Credential and Graduate Services Center cannot recommend you for a credential without a transcript in your file that has a Bachelor’s degree posted on it.

PRELIMINARY CREDENTIAL REQUIREMENTS

APPLYING FOR THE PRELIMINARY CREDENTIAL
During the semester you enroll in the last student teaching course in your program, you will receive an email from Credential Services with an application, instructions for applying and a checklist of what may be missing from your file. This email will arrive after the halfway point in the semester. Make sure your email is correct by checking your contact information on MySFSU. Processing priority is given by the date the complete application is received. Please note: If you are taking courses out of sequence or register late for your last student teaching course, you need to notify Credential Services; otherwise you will NOT receive a checklist and application.

The following are additional requirements for the preliminary credential that are not part of coursework:

US CONSTITUTION REQUIREMENT
You must meet the U.S. Constitution requirement either by course work or examination. Those who have earned a Bachelor’s Degree from a CSU campus have already met this requirement. If you believe you have met this requirement through prior coursework at a non-CSU institution, the Teacher Preparation Center will review your transcript at your request. See the TPC website for examination locations and SF State courses that meet this requirement: http://coe.sfsu.edu/cstpc/us-constitution-requirement.

CPR REQUIREMENT
You must complete training in administering CPR to adults, children and infants. Your CPR card must be valid at the time you apply for the award of your credential. SFSU does not accept online course certification. Email credinfo@sfsu.edu for more information.
LEVEL I TECHNOLOGY REQUIREMENT
You must complete foundational computer technology course work or pass an exam that includes general and specialized skills in the use of computers in educational settings. More information can be found at this website: https://coe.sfsu.edu/forms-and-handouts (under Lists and Resources - How to Fulfill Level 1 Technology Requirement).

ADDITIONAL INFORMATION

CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (CLAD)
The Commission on Teacher Credentialing (CTC) governs teacher certification under the authority granted to it by the California State Legislature in Senate Bill 2042. SB 2042 includes stipulations under Assembly Bill 1059, which authorizes any holder of a preliminary credential to teach English Language Learners or in classrooms previously designated as “CLAD”. This means that holders of a SB 2042 credential do NOT have to complete a separate (or an additional) CLAD program nor take the California Teacher of English Learners (CTEL) Examination.

NCLB CERTIFICATE OF COMPLIANCE
Only school districts issue this certificate, which proves that you have completed Subject Matter Competency. An example of this type of certificate can be seen at this link: http://www.acoe.org/acoel/files/home/nclb/nclb_housse_form12_0204.pdf If you are asked to provide proof of NCLB compliance by a district before you are hired, you can turn in a photocopy of your CSET scores. If you have met subject matter competency via coursework, the Credentials Services office at SFSU can issue a letter verifying that you have completed an appropriate Subject Matter Coursework Program at your request.

APPLYING FOR TEACHING JOBS
The Teacher Preparation Center does not provide job placement services. However, TPC collects job placement and district information sent to the office. You may stop by the TPC to look at employment binders during office hours. Another resource for job postings is www.edjoin.org. Many California school districts post jobs on this website. EdJoin is operated by the California County Superintendents Educational Services Association and all questions about the site should be directed to them.
# CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Students can:</th>
<th>Location/hours</th>
<th>Phone, fax, web, email</th>
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</table>
| Credential and Graduate Center | • ask general questions about teacher credentialing  
• view job/volunteer opportunity postings  
• pick up or drop off an application for admission to the credential program  
• view their credential program file  
• apply to the CTC for a credential | Burk Hall 244 M-F 9-5 | P: 415-405-3594  
F: 415-338-1940  
credinfo@sfsu.edu  
http://coe.sfsu.edu |
| Credential Services Admissions & Analysts | • view and check out books and videos, including curriculum and lesson plan guides, children’s literature, education theory books and professional journals  
• use media equipment  
• use space to study or work on group projects | Burk Hall 319 | P: 415-338-3423  
http://gcoe.sfsu.edu/cahill/ |
| Cahill Learning Resource and Media Lab | • get scholarship information  
• turn in GAP forms | Burk Hall 244 M-F 9-5 | P: 415-338-2051  
retta@sfsu.edu |
| Graduate College of Education Graduate Office | • make an appt. with the Department Chair  
• drop off something for faculty mail boxes  
• get SED course info | Burk Hall 41 | P: 415-338-1201  
F: 415-338-0914  
seconded@sfsu.edu |
| Department of Secondary Education | • Clarify admissions procedures  
• Submit program & credential applications | Burk Hall 41 | P: 415-338-1201  
F: 415.338.0914  
pirvine@sfsu.edu |
| Intern Credential Program | • check the status of student standing | GradStop in Admin Bldg 250 M-F 9-5 | P: 415-338-2234  
F: 415-405-0340  
gradstdy@sfsu.edu  
www.sfsu.edu/~gradstdy |
| Graduate Division | • get help with state and federal financial aid programs | One Stop in Student Service Bldg. | P: 415-338-7000  
F: 415-405-0340  
www.sfsu.edu/~finaid |
| Financial Aid | • pay registration and other fees  
• find out deadlines and directions for payment | Administration Building 155 or One Stop, Student Services | P: 415-338-1281  
http://www.sfsu.edu/~bursar/ |
| Bursar’s Office | • view job postings  
• get resume help  
• get career fair information | Student Services Bldg. 206 M-F 8:30-4:30 | P: 415-338-1761  
www.sfsu.edu/~career |
| Career Center | also www.edjoin.org has job listings for most districts and charter schools in California | Student Services Bldg. 206 M-F 8:30-4:30 | P: 415-338-1761  
www.sfsu.edu/~career  
also www.edjoin.org has job listings for most districts and charter schools in California |
<table>
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<tr>
<th>Subject Area</th>
<th>Dept. Office</th>
<th>Dept. Phone</th>
<th>Advisor</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>ART</td>
<td>FA 265</td>
<td>338-2176</td>
<td>Julia Marshall</td>
<td>338-1785</td>
<td>FA 282</td>
<td><a href="mailto:jmarsh@sfsu.edu">jmarsh@sfsu.edu</a></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>HH 534</td>
<td>338-1548</td>
<td>S. Pasion</td>
<td>405-0736</td>
<td>HH668</td>
<td><a href="mailto:passion@sfsu.edu">passion@sfsu.edu</a></td>
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<td></td>
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<td></td>
<td>K. Tanner</td>
<td>405-3438</td>
<td>HH243</td>
<td><a href="mailto:kdlanner@sfsu.edu">kdlanner@sfsu.edu</a></td>
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<tr>
<td>ENGLISH</td>
<td>HUM 289</td>
<td>338-2264</td>
<td>English Teacher Resource Advising Center</td>
<td>405-2454</td>
<td>HUM 235</td>
<td><a href="mailto:graff@sfsu.edu">graff@sfsu.edu</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Nelson Graff</td>
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<tr>
<td>LATIN</td>
<td>HUM 377</td>
<td>338-2068</td>
<td>Gill McIntosh</td>
<td>338-1537</td>
<td>HUM 368</td>
<td><a href="mailto:gillianm@sfsu.edu">gillianm@sfsu.edu</a></td>
</tr>
<tr>
<td>FRENCH**</td>
<td>HUM 475</td>
<td>338-1421</td>
<td>Delphine Perret</td>
<td>338-6061</td>
<td>HUM 535</td>
<td><a href="mailto:dperret@sfsu.edu">dperret@sfsu.edu</a></td>
</tr>
<tr>
<td>GERMAN**</td>
<td>HUM 475</td>
<td>338-1106</td>
<td>Ilona Vandergriff</td>
<td></td>
<td></td>
<td><a href="mailto:vgriff@sfsu.edu">vgriff@sfsu.edu</a></td>
</tr>
<tr>
<td>ITALIAN**</td>
<td>HUM 475</td>
<td>338-3161</td>
<td>Christopher Concolino</td>
<td>338-3161</td>
<td>HUM 459</td>
<td><a href="mailto:conco@sfsu.edu">conco@sfsu.edu</a></td>
</tr>
<tr>
<td>JAPANESE**</td>
<td>HUM 475</td>
<td>338-7451</td>
<td>Masahiko Minami</td>
<td>338-7451</td>
<td>HUM 339</td>
<td><a href="mailto:mminami@sfsu.edu">mminami@sfsu.edu</a></td>
</tr>
<tr>
<td>CHEMISTRY*</td>
<td>TH 806</td>
<td>338-1288</td>
<td>Peter Palmer+++</td>
<td>338-7717</td>
<td>TH 730</td>
<td><a href="mailto:palmer@sfsu.edu">palmer@sfsu.edu</a></td>
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<td>HOME ECONOMICS***</td>
<td>BH 329</td>
<td>338-1219</td>
<td><a href="http://www.sfsu.edu/~cfbsd/links/prog/gtp.htm">http://www.sfsu.edu/~cfbsd/links/prog/gtp.htm</a></td>
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<tr>
<td>Consumer &amp; Family Studies Dept.</td>
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<td>Billie Lou Sands</td>
<td>338-2081</td>
<td>BH 330</td>
<td><a href="mailto:blsands@sfsu.edu">blsands@sfsu.edu</a></td>
</tr>
<tr>
<td>GEO SCIENCES*</td>
<td>TH 509</td>
<td>338-2061</td>
<td>David Dempsey</td>
<td>338-7716</td>
<td>TH 610</td>
<td><a href="mailto:dempsey@sfsu.edu">dempsey@sfsu.edu</a></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>TH 937</td>
<td>338-2251</td>
<td>Eric Hsu</td>
<td>405-4190</td>
<td>SCI 211</td>
<td><a href="mailto:erichsu@sfsu.edu">erichsu@sfsu.edu</a></td>
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<tr>
<td>MUSIC</td>
<td>CA 214</td>
<td>338-1431</td>
<td>Wendell Hanna</td>
<td>405-0487</td>
<td>CA 262</td>
<td><a href="mailto:whanna@sfsu.edu">whanna@sfsu.edu</a></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>GYM 101</td>
<td>338-1258</td>
<td>Claudia Guedes</td>
<td>338-2160</td>
<td>GYM 136</td>
<td><a href="mailto:cguedes@sfsu.edu">cguedes@sfsu.edu</a></td>
</tr>
<tr>
<td>P.E: Concentration: DANCE</td>
<td>CA 140</td>
<td>338-1431</td>
<td>Susan Whipp</td>
<td>338-6374</td>
<td>CA 162</td>
<td><a href="mailto:suswhipp@gmail.com">suswhipp@gmail.com</a></td>
</tr>
<tr>
<td>PHYSICS</td>
<td>TH 334</td>
<td>338-1659</td>
<td>Adrienne Cool</td>
<td>338-6450</td>
<td>TH 416</td>
<td><a href="mailto:cool@sfsu.edu">cool@sfsu.edu</a></td>
</tr>
<tr>
<td>SOCIAL SCIENCE*</td>
<td>SCI-276</td>
<td>338-1604</td>
<td>Obtain a Social Sciences work sheet in SCI 276 or online:</td>
<td>338-6177</td>
<td>SCI 220</td>
<td><a href="mailto:onate@sfsu.edu">onate@sfsu.edu</a></td>
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<td>Abdel Olate</td>
<td>338-1317</td>
<td>SCI 267B</td>
<td><a href="mailto:skeith@sfsu.edu">skeith@sfsu.edu</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sherry Keith</td>
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* Currently SF State does not have an approved coursework program for these subject area(s). However, if you finished all your coursework **BEFORE July 1, 2009**, these departments will evaluate your coursework for Subject Matter Competency.

** Currently SF State does not have an approved coursework program for these subject area(s). However, if you finished all your coursework **BEFORE July 1, 2010**, these departments will evaluate your coursework for Subject Matter Competency.

*** Currently SF State does not have an approved coursework program for these subject area(s). However, if you finished all your coursework **BEFORE July 1, 2012**, these departments will evaluate your coursework for Subject Matter Competency.

+++ Dr. Peter Palmer will only evaluate subject matter competency for SF State students AND those applying to SF State’s Credential Program.

If a subject is not listed, SF State does not have an approved program at this time. You must complete 100% of subject matter competency coursework at a California State University (CSU) campus to be admitted and begin the credential program. Per CSU Executive Order 1077 under Section III, a comparison and analysis of student transcripts from a non-CSU, non-CTC-approved subject matter program shall not satisfy the CSU requirement for certifying subject matter competence.

Rev 01-07-15 (Deadline Ext))
# Subject Matter Competency Review

This form is to be completed by a Subject Matter Competency Advisor.

**Applicant Name** __________________________  **SFSU ID** __________________________

**Subject Area** __________________________

## Coursework Completed

<table>
<thead>
<tr>
<th>SFSU Course</th>
<th>Dept. &amp; Course #</th>
<th>Course Title</th>
<th>Units</th>
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## Coursework in Progress (Show Proof of Enrollment)

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☐ Has completed 100% of CTC-approved subject-matter program requirements (including units, grade and GPA requirements)

☐ Will meet 100% of CTC-approved subject matter program requirements upon satisfactory completion of coursework currently in progress. Proof of enrollment must be attached.

☐ Has not yet completed subject matter program requirements.

**Signature of Subject Area Advisor** __________________________________________  **Print Name** __________________________________________  **Date** __________________________________________
PROGRAM DEADLINES:

Fall Semester applications EXTENDED to March 15
Spring Semester applications due November 15

We will accept department applications in person on or before the deadline date, or postmarked on or before the due date.

This deadline is the same date from year to year. If the deadline falls on a weekend, department applications will be accepted the next working day following the deadline. Please note that the University Graduate application must be submitted online on or before the deadline regardless of what day the deadline falls.

For an explanation of requirements, see the Single Subject General Information Packet.

**Turn in ALL application materials together in one packet by the deadline**
Make sure your full name appears clearly on every document.

SUBMIT PROGRAM APPLICATION MATERIALS TO:

Credential Services Office ATTN: Credential Admissions – SSP
Graduate College of Education - Burk Hall 244
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4158
# Single Subject Credential Program Application Checklist

## CSU Graduate Application

- **CSU Graduate Application**
  To be completed online at www.csumentor.com. Please submit this prior to submitting a department application. No proof of this application needs to be submitted to the department.

- **Graduate Application Fee $55.00**
  Payable online at the time of application submission or at the SFSU Bursar’s office.

- **Official transcripts from all colleges or universities attended**
  Full set of official, sealed transcripts submitted to SFSU Graduate Admissions.

International applicants will need to see the Graduate website (www.sfsu.edu/~gradstdy) for further requirements.

## Single Subject Credential Program Application Packet

Include all of the following items in one large envelope:

- **Single Subject Credential Program Application**
  Including Early Field Experience supplementary form.

- **Processing Fee $25.00 (non-refundable)**
  Submit either the fee slip (included in the application) either stamped by the SFSU Bursar OR completed with a check made out to SFSU attached.

- **Official transcripts from all colleges or universities attended**
  Full set of official, sealed transcripts.

- **Statement of Purpose**
  1-3 pages, double spaced.

- **Resume or Curriculum Vitae**
  List educational accomplishments, work experience and any pertinent volunteer service.

- **Letters of recommendation (minimum of three)**
  One letter should verify Early Field Experience. All letters must be on official letterhead with original signature.

- **Subject Matter Competency Requirement**
  For the CSET submit either a photocopy of the test scores OR proof of registration for the first available test date. For the Subject Matter Coursework submit completed and signed form. If courses are still in progress submit proof of course registration (tests or courses must be passed prior to admission).

- **Basic Skills Requirement**
  Submit a photocopy of test results OR proof of registration for the first available test date (must be passed prior to admission).

- **Second Language Requirement**
  Indicate on which transcript your course is located or submit a photocopy of proof of fulfillment.

- **Finger Print Clearance**
  Submit only Certificate of Clearance printed from the CTC website which includes your name, document number and issuance date OR copy of current credential or Child Development permit.

- **Negative TB test**
  Submit photocopy of negative results. This can either be the skin test or the chest x-ray results. *(Interns exempt)*
SINGLE SUBJECT CREDENTIAL PROGRAM
APPLICATION

CONTACT INFORMATION
Semester: Fall or Spring _ SSN _______________ SFSU ID ______________ Date of birth ______
Name ______________________________________________________________
Mailing Address ____________________________________________________________________________
Phone ____________________ Alternate Phone ___________________ Email ____________________________

ACADEMIC INFORMATION

Degrees earned or in progress:
Bachelor's Degree: Date (to be) granted_________________________Academic Major ______
Institution _________________________________________________
Master’s Degree: Date (to be) granted_________________________Academic Major ______________
Institution _________________________________________________

SINGLE SUBJECT PROGRAM OPTIONS

Please indicate your choice: (Check one)

☐ Two-Semester Program, High School Emphasis
☐ Two-Semester Program, Middle School Emphasis
☐ Intern Program (must include district issued proof of employment)

☐ Three-Semester Program, High School Emphasis
☐ Three-Semester Program, Middle School Emphasis

Please indicate your subject area choice below: (Check one)

☐ Art
☐ English
☐ Foreign Language __________ (specify)
☐ Home Economics
☐ Mathematics
☐ Mathematics – Foundation Level
☐ Music
☐ Physical Education
☐ Science – Foundation Level
☐ Science – Biology
☐ Science – Geosciences
☐ Science – Chemistry
☐ Science – Physics
☐ Social Science

SECOND LANGUAGE REQUIREMENT

Type of Documentation submitted: ____________________________________________

APPLICANT SIGNATURE

I have read and understood the instructions and information given to me in this document. All information I am submitting is true and correct.

Name: ___________________________ Date ____________________________

Rev 01-07-15 (Deadline Ext)
SINGLE SUBJECT CREDENTIAL PROGRAM
APPLICATION

EARLY FIELD EXPERIENCE

Title 5 Regulations from the California State University Chancellor's Office requires each credential candidate to have participated in a supervised Early Field Experience in a school setting prior to application to a credential program. The Early Field Experience is designed to simulate the credential you are seeking so we may gain a preliminary assessment of your potential as a classroom teacher. Thus, the classroom must be in any single subject in single subject, general education classroom setting. Completion of your field experience must be documented by submitting this signed form. In addition, the quality of your work must be evaluated in letter of recommendation from a teacher or administrator.

DOCUMENTATION OF EARLY FIELD EXPERIENCE: SFSU permits a variety of options in meeting this requirement. Below, please indicate which option you have met. The bottom of this page must be signed and submitted with your application to verify completion of the Early Field Experience.

1. Completion of 45 hours paid experience as a teacher aide or teacher assistant the majority of which time has been direct or indirect contact with students. The classroom teacher, a site administrator or a district administrator may verify this.

2. Completion of 45 hours as a classroom teacher in a public school with an emergency permit, as a substitute teacher, as verified by an administrator.

3. Completion of 45 hours working with students as a volunteer in a regular education classroom with a credentialed teacher. The classroom teacher would verify this experience.

4. Successful completion of OR in the process of completing a course(s), which have a field experience in your subject area where you worked with young adults. Please note course(s) and include a copy of transcript and/or proof of enrollment with a course description for verification. A letter from the supervising teacher or school site administrator must also be submitted.

Applicant Name __________________________________________ SFSU ID __________________________

School Name ______________________________________________ (School) (City)

Grade Level(s) ___________________________________________ Inclusive Dates: __________________________

Environment: □ Bilingual □ Limited English Proficient (at least 35% of class) □ All fluent English speakers

□ Public school □ Urban □ Suburban □ Rural

Teacher or administrator signature __________________________ Print name and position __________________________

Rev 01-07-15 (Deadline Ext)
SFSU Graduate College of Education
CREDENTIAL SERVICES FEE

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<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
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<th>TELEPHONE NUMBER</th>
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**PAY AT CASHIER**

Student Services Building, 1st floor
*SFSU’s Bursar’s Office*
SAN FRANCISCO STATE UNIVERSITY
1600 Holloway Avenue
San Francisco, CA 94132-4158
415-338-1281

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Please return **PAID** receipt with completed packet to:

Credential & Graduate Services Center, BH 244
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-4158

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