



GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center
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Burk Hall 244
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SINGLE SUBJECT CREDENTIAL plus MASTER'S DEGREE OR CREDENTIAL ONLY PROGRAM GENERAL INFORMATION

FALL DEADLINE: February 15

SPRING DEADLINE: November 15

Please note that the application process requires TWO separate applications, one to the Credential and Graduate Services Program (Burk Hall 244) and one to SF State (CSU Mentor). Both the Credential plus Masters Program Application and the CSU Graduate Application are due by the above deadlines. **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

The Credential and Graduate Services Center hold meetings regularly. Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a credential plus masters program. Explanation of the requirements, a description of the program, and timelines are discussed. All applicants are strongly encouraged to attend an information meeting. Visit our website <http://gcoe.sfsu.edu/events/information-session> for the schedule and information on how to reserve a seat.

For additional information regarding the Single Subject program please visit <http://secondaryed.sfsu.edu/secondaryed/degrees>.

REQUIREMENTS FOR THE SINGLE SUBJECT CREDENTIAL plus MASTER'S DEGREE OR CREDENTIAL ONLY

University Requirements:

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

Single Subject Credential plus Master's 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: 3.0 or higher in baccalaureate or post-baccalaureate coursework (Credential plus Master's degree program requirement)
- GPA: 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units (Credential Only program requirement)
- Statement of Purpose
- Resume or Curriculum Vitae
- Early Field Experience in a California public classroom setting (grades 6-12)
- Letters of recommendation (minimum of three)
- Fulfill Subject Matter Competency Requirement
- Fulfill Basic Skills Requirement
- Fulfill Written English Proficiency Requirement (Master's degree requirement)
- Fulfill Second Language Requirement
- Fingerprint Clearance (Livescan and Certificate of Clearance)
- Negative Tuberculosis [TB] test or chest x-ray (must be valid at the time of application and while in the program)

ADMISSION PROCEDURES

Faculty will interview applicants 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 January for accepted Spring applicants and in May for accepted Fall applicants.

Rev. 5/1/17 (Application Copies Notice, CSU Mentor)

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. The application can be filled out online at <https://secure.csumentor.edu/>.

PLEASE NOTE: Effective for the Spring 2018 application period: contact the Credential and Graduate Services Center after August 1st, 2017. The CSU system will be changing their web application platform. Contact us for more information at that time.
- 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've submitted your application.
- 3. TRANSCRIPTS:** Submit one official set of sealed transcripts from *every* college or university attended to the SF State Graduate Admissions, ADM 250, 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to and submitted either in person or by mail as one packet. If you have previously attended SF State, 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 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 the credential program count towards the 30 unit Masters if you earn a "B" or higher in those courses.**
- **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 and to the Master's program should you choose the Credential + Master's program now, instead of Credential Only.**

CREDENTIAL plus MASTER'S DEGREE OR CREDENTIAL ONLY PROGRAM REQUIREMENTS FOR ADMISSION:

- 1. PROGRAM APPLICATION:** Complete the 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 SF State can be attached to the 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 program application. SF State transcripts can be unofficial copies accessed through your Student Center. 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>.
- 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 submit updated transcripts once the degree has been awarded.
- 5. 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 2.67 overall or at 2.75 in the last 60 semester units or 90 quarter units for the Credential Only Program.

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 prepared you to work in a collaborative environment such as a middle/high school or 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 application. This experience can be met by volunteering, substitute teaching, or working in a regular education classroom in a California public middle or high school in the subject area you want to teach. The classroom should be culturally and linguistically diverse, meaning that at least **one third of the students are English Language Learners**. 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 met within the last five (5) years. Experience in private schools, pre-schools, elementary education, special education, higher education, religious education, off-school-site, after school programs or outside the United States will not meet this requirement.

Agencies that can assist you in finding early field experience locations are Pacifica School Volunteers (<http://pacificaschoolvolunteers.org/>) or San Francisco School Volunteers (<http://sfedfund.org/>). You may also call your local school district for more options. The Credential and Graduate Services Center has additional resources for volunteer placement programs.

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 handwritten signature (digital, scanned and electronic signature is not accepted).** A sample letter is attached on page 10. *This letter also counts as one of the three required letters of recommendation.*

8. **LETTERS OF RECOMMENDATION:** A minimum of 3 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. **Letters must be on letterhead and have original handwritten signature (digital, scanned and electronic signature is not accepted).** *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 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:** *Photocopies* of all exam scores should be included with the Program Application, even if you have requested the testing company send the scores to SF State. Exams vary by subject. All CSET scores are valid for 5 years. You must earn your credential before these tests expire. For information and registration go to <http://www.ctcexams.nesinc.com/>.
 - **Complete an Approved Subject Matter Competency Program:** To have your coursework assessed, please consult the list of Subject Matter Advisors on page 14 and make an appointment. The form the advisor needs to complete is on page 15.

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: Choose one of the following options to fulfill this requirement.

- A. **CBEST (California Basic Skills Examination):** Submit a *photocopy* of the results. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CBEST.asp.
- B. **Out-of-State Basic Skills Examination:** Submit a *photocopy* of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.
- C. **CSET: Multiple Subjects Plus Writing Skills:** Submit a *photocopy* of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill the Basic Skills Requirement. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101. *Not recommended for Single Subject Applicants.*

D. Other Options for Satisfying the Basic Skills Requirement (see chart below):

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program	“College Ready” or “Exempt”	“College Ready” or “Exempt”
CSU Placement (EPT & ELM) Exams	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
Advanced Placement (AP) Exams	Score of 3 or above on either: - Language and Composition - Literature and Composition	Score of 3 or above on either: - Calculus (AB or BC) - Statistics
<i>The California Commission on Teacher Credentialing will accept a combination of scores from the EAP and the EPT/ELM examinations to meet the Basic Skills Requirement as long as the individual passes a section of English and a section of Mathematics.</i>		

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: Show verification of experience learning a second language. See page 9 for a list of fulfillment options.

13. 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 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 instructions on applying for the Certificate of Clearance see page 11. ***District or other job related clearance is not acceptable***

14. TUBERCULOSIS (TB) TEST: TB test verification should be a photocopy of a note or card from a doctor. A negative skin test or a clear chest x-ray is acceptable. Verification should be valid at the time of application and while in the program. The term of validity from the time you took is for a negative skin test is four years and five years for the clear chest x-ray.

ADDITIONAL CREDENTIAL REQUIREMENTS 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 Credential and Graduate Services Center will review your transcript at your request. Please contact the CGSC for more information regarding additional fulfillment options.

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. **SF State 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 <http://gcoe.sfsu.edu/current-students/credential-forms> under Resources - How to Fulfill Level 1 Technology Requirement.

EDUCATION TEACHER PERFORMANCE ASSESSMENT (edTPA): All Single Subject credential candidates are required to pass the edTPA. Instructions and details regarding edTPA are provided upon admission to the program. Information regarding this requirement can also be located at the following website www.edtpa.com. ***There is a cost to the candidate associated with this assessment.***

THE SB 2042 CREDENTIAL ENGLISH LEARNER AUTHORIZATION

The CTC governs teacher certification under the authority granted to it by the California State Legislature in Senate Bill 2042. SB 2042 includes content for teaching English learners, as described in Education Code Section 44259.5, that authorizes the credential holder to provide instruction for English language development in the grade level specified by your credential program.

ADDITIONAL INFORMATION

NO CHILD LEFT BEHIND (NCLB) COMPLIANCE

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 and Graduate Services center at SF State can issue a letter verifying that you have completed an appropriate Subject Matter Coursework Program at your request.

The No Child Left Behind Certificate of Compliance is issued by the school districts. This certificate proves that you have completed Subject Matter Competency. An example of this type of certificate can be found at this link

http://www.acoe.org/acoe/files/home/nclb/nclb_housse_form12_0204.pdf.

APPLYING FOR TEACHING JOBS

The Credential and Graduate Services Center does not provide job placement services. However, CGSC collects job postings and district information sent to the office. You may also stop by the office (Burk Hall 244) 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.

SF STATE GRADUATE COLLEGE OF EDUCATION PROGRAM FILE USE AND STORAGE POLICY

All materials submitted to SF State become the property of SF State and will not be returned. Applicants should make copies for personal use before submitting materials to SF State.

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 application materials use for future semesters must be made in writing and submitted according to published application deadlines.

Upon recommendation by SF State to the Commission on Teacher Credentialing for award of Preliminary or Clear credential, all materials not directly related to the application for the credential or SF State accreditation will be destroyed. A record of the application and recommendation for the Preliminary or Clear credential and supporting documents will be stored for 10 years. Consult the SF State Registrar for information about University transcript policies.

SINGLE SUBJECT CREDENTIAL plus MASTER'S COURSE WORK OPTIONS

The Single Subject Teaching Credential plus Master's 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, Mathematics, Music, Physical Education, Science, and Social Science.*

The SF State Single Subject Credential plus Master's Program has two options:

- Two-semester, full-time program, which begins Fall semester only
 - Three-semester, partially part-time program, which begins Spring semester only
- NOTE: These time frames apply to the Credential portion of the program ONLY.*

SINGLE SUBJECT CREDENTIAL PROGRAM OUTLINE – FALL START ONLY

FIRST YEAR - SEMESTER FALL		
Course Title	Course Number	Course Units
Curriculum & Instruction 1	Varies by subject area*	3
Student Teaching 1 – Observation & Participation	S ED 640	3
Teaching for Equity in Secondary Schools	S ED 701	3
Literacy Across Content Area	S ED 720	3
Classroom Environment & Management (Cohort class must be taken concurrently with S ED 640)	S ED 751	3
Adolescent Development	S ED 800	3
		Total: 18
*Subject Area – English [ENG 713], Mathematics [S ED 759.01], Science [S ED 759.02], Social Science [S ED 759.03], Art [S ED 650], World Languages [FL 750], Music [MUS 760], P.E. [KIN 750].		

FIRST YEAR - SEMESTER SPRING		
Course Title	Course Number	Course Units
Curriculum & Instruction 2	Varies by subject area*	3
Student Teaching 2	S ED 660	9
Professional Perspectives & Practices (Cohort class must be taken concurrently with S ED 660)	S ED 752	3
Second Language Development	S ED 790	3
		Total: 18
*Subject Area – English [ENG 714], Mathematics [S ED 769.01], Science [S ED 769.02], Social Science [S ED 769.03], Art [S ED 655], World Languages [FL 751], Music [MUS 761], P.E. [KIN 751].		

- ❖ **Apply for award of Credential in Summer following completion of Year One and successful completion of the edTPA**

NOTE 1: Every Single Subject Credential student will need to complete a Computer Fundamentals for Teachers course. San Francisco State University offers this one-unit course (ITEC 601) through the College of Extended Learning. Please contact the Department of Equity, Leadership Studies and Instructional Technologies (ELSIT) at 415/338-1653 for more information. You may also contact the Credential and Graduate Services Center for additional options to satisfy this requirement.

SECOND YEAR - SEMESTER FALL		
Course Title	Course Number	Course Units
Seminar in Educational Research	ISED 797	3
Current Issues in Secondary Education	S ED 770	3
		Total: 6

SECOND YEAR - SEMESTER SPRING		
Course Title	Course Number	Course Units
Culminating Experience Project Design	ISED 850	3
Advanced Curriculum Development	S ED 780	3
		Total: 6

THIRD YEAR - SEMESTER FALL		
Course Title	Course Number	Course Units
Collect data for field study; teach curricular innovation project		
		Total: 0

THIRD YEAR - SEMESTER SPRING		
Course Title	Course Number	Course Units
Field Study: Secondary Education	S ED 895	3
	Elective	3
		Total: 6
❖ Awarded M.A. after completion of semester		

SINGLE SUBJECT CREDENTIAL PROGRAM OUTLINE – SPRING START ONLY

FIRST SEMESTER SPRING		
Course Title	Course Number	Course Units
Teaching for Equity in Secondary Schools	S ED 701	3
Second Language Development	S ED 790	3
		Total: 6

SECOND SEMESTER FALL		
Course Title	Course Number	Course Units
Curriculum & Instruction 1	Varies by subject area*	3
Student Teaching 1 – Observation & Participation	S ED 640	3
Literacy Across Content Area	S ED 720	3
Classroom Environment & Management (Cohort class must be taken concurrently with S ED 640)	S ED 751	3
Adolescent Development	S ED 800	3
		Total: 15

*Subject Area – English [ENG 713], Mathematics [S ED 759.01], Science [S ED 759.02], Social Science [S ED 759.03], Art [S ED 650], World Languages [FL 750], Music [MUS 760], P.E. [KIN 750].

THIRD SEMESTER SPRING		
Course Title	Course Number	Course Units
Curriculum & Instruction 2	Varies by subject area*	3
Student Teaching 2	S ED 660	9
Professional Perspectives & Practices (Cohort class must be taken concurrently with S ED 660)	S ED 752	3
		Total: 15

*Subject Area – English [ENG 714], Mathematics [S ED 769.01], Science [S ED 769.02], Social Science [S ED 769.03], Art [S ED 655], World Languages [FL 751], Music [MUS 761], P.E. [KIN 751].

❖ **Apply for award of Credential following successful completion of the edTPA**

NOTE 1: Every Single Subject Credential student will need to complete a **Computer Fundamentals for Teachers** course. San Francisco State University offers this one-unit course (ITEC 601) through the College of Extended Learning. Please contact the Department of Equity, Leadership Studies and Instructional Technologies (ELSIT) at 415/338-1653 for more information. You may also contact the Credential and Graduate Services Center for additional options to satisfy this requirement.

FOURTH SEMESTER FALL		
Course Title	Course Number	Course Units
Seminar in Educational Research	ISED 797	3
Current Issues in Secondary Education	S ED 770	3
		Total: 6

FIFTH SEMESTER SPRING		
Course Title	Course Number	Course Units
Culminating Experience Project Design	S ED 850	3
Advanced Curriculum Development	S ED 780	3
		Total: 6

SIXTH SEMESTER FALL		
Course Title	Course Number	Course Units
Collect data for field study; teach curricular innovation project		
		Total: 0

SEVENTH SEMESTER SPRING		
Course Title	Course Number	Course Units
Field Study: Secondary Education	S ED 895	3
	Elective	3
		Total: 6

❖ **Awarded M.A. after completion of semester**

INTERN PROGRAM

The Intern Program begins 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, including the US Constitution requirement. All classes for the Intern Program will be held after 4 p.m. If you are offered employment, email Dr. Natalio Avani (natalio@sfsu.edu) for more information.

SECOND LANGUAGE REQUIREMENT

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

- A. Completion of one semester or one quarter of 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 institution are acceptable.*
- B. Successful completion of two years of course work in a language other than English in grades (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 (12) 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 (APE) in a language other than English offered by Educational Testing Service (ETS) 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.

SAMPLE EARLY FIELD EXPERIENCE LETTER OF RECOMMENDATION:

MUST BE ON SCHOOL/OFFICIAL LETTERHEAD WITH ORIGINAL HANDWRITTEN SIGNATURE (digital, scanned or electronic signature is not accepted)



MISSION High School
3750 18th Street
San Francisco, CA 94114
Phone: 415/241-6240

September 29, 2015

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 Americans, African Americans 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 the (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 any further questions, please do not hesitate to call me at 415/123-4567 or email me at (teacher@yahoo.com).

Sincerely,

Original Handwritten Signature
(Digital, scanned or electronic signature is not accepted)

A. Teacher

CERTIFICATE OF CLEARANCE 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 two copies to a LiveScan Station for your fingerprints to be taken. To get your fingerprints taken at San Francisco State University Police Department, please call 415/338-6043 to make a LiveScan appointment.
- If you already have a Certificate of Clearance OR a CTC credential (i.e., Substitute Permit, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the below process.
- *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 (COC) using the Web Application Process at the CTC website (www.ctc.ca.gov)
 - A. Click the **Credentialing Information** navigation button
 - B. Select the **Educator Login** button to begin your application.
 - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.
 - D. When your personal profile is complete, 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 menu; review the checklist verifying you meet all requirements for the document, print it, and then click **Next**
 - G. Read the Discloser Page for the Professional Fitness questions and click **Next**
 - H. Answer each of the Professional Fitness questions, complete the Oath and Affidavit, and click **Submit Payment**
 - I. On the next page, click the **Process Payment** button to move forward
 - J. The display shows the document applied for and the amount to pay. Click **Continue**
 - K. 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**
 - L. Verify all the payment information is correct, including email address. Click **Complete Payment**
 - a. *Do not click the Complete Payment button more than once*
 - M. 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 into the Education’s Page on the CTC website <http://www.ctc.ca.gov/credentials/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 listed.***

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 via email from Graduate Admissions. If you were previously a student at SF State you have already been used 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 Services MUST include your student ID number. This number should 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 <http://www.sfsu.edu/online/troubletips.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. You can access this information online via your Student Center.

MySFSU

MySFSU allows you to access your Student Center. Student Center 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 (<http://www.sfsu.edu/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 will suffice) to the Credential Admissions Office at credntry@sfsu.edu. The Admissions Analyst 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 credntry@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 the 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. **The letter sent from the Credential Admissions office is not official admission to the University.** It is only to inform 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 January for Spring applicants and May for Fall applicants. You will be notified of the time and date by email and/or mail. You must RSVP directly to the Department of Secondary Education.

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 access these forms on the Registrar's website <http://health.sfsu.edu/content/vaccinations-and-immunizations>

COURSE FEES

All Credential plus Master's students pay course fees at the graduate rate. Credential Only students pay course fees at the credential 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 the 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 and accessing your Student Center. **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 your Student Center. 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.cel.sfsu.edu/openuniversity/register.cfm>.

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/~admisrec/reg/formstoc.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 submit any transcripts for work completed at SF State to the Graduate Admissions Office. Be sure to submit 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.

CONTACT INFORMATION

Office Name	Resources	Location/Hours	Phone, Fax, Web, Email
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Ask general questions - Research/view job openings - Pick up/Drop off applications - View credential program file 	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-405-3594 F: 415-338-1940 http://gcoe.sfsu.edu/credinfo@sfsu.edu
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Get scholarship information - Turn in graduate forms 	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-338-2389 retta@sfsu.edu
Department of Secondary Education	<ul style="list-style-type: none"> - Meet with Department Chair - Get S ED course information - Drop off mail for faculty 	Burk Hall 41 Monday – Friday 8:30 AM – 5:30 PM (Closed 1:00 – 2:00)	P: 415-338-1201 F: 415-338-0914 http://secondaryed.sfsu.edu/seced@sfsu.edu
Intern Credential Program	<ul style="list-style-type: none"> - Clarify Intern admission procedures - Submit program application 	Dr. Natalio Avani (contact directly for hours)	P: 415-338-6442 F: 415-338-0914 natalio@sfsu.edu
Graduate Admissions Division	<ul style="list-style-type: none"> - Check student standing 	Administration 250 Monday – Friday 9:00 AM – 5:00 PM	P: 415-338-2234 F: 415-405-0340 http://grad.sfsu.edu/gradstdy@sfsu.edu
Financial Aid	<ul style="list-style-type: none"> - Information on state and federal financial aid programs 	One-Stop in Student Services Building 9:00 AM – 4:30 PM	P: 415-338-7000 F: 415-338-0949 http://www.sfsu.edu/~finaid/finaid@sfsu.edu
Bursar's Office	<ul style="list-style-type: none"> - Pay registration and other fees - Access payment directions and deadlines 	Administration 155 & One-Stop, Student Services	P: 415-338-1281 F 415-338-7717 http://www.sfsu.edu/~bursar/bursar@sfsu.edu
Career Center	<ul style="list-style-type: none"> - View job postings - Receive resume help 	Student Services 206 Monday – Friday 8:30 AM – 4:30 PM	P: 415-338-1761 F: 415-338-2979 http://www.sfsu.edu/~career/careerct@sfsu.edu
The Cahill Learning Resources and Media Laboratory	<ul style="list-style-type: none"> - View/check out books & videos - Use media equipment - Utilize study space 	Burk Hall 319 Monday – Friday 8:30 AM – 5:30 PM	P: 415-338-3423 http://gcoe.sfsu.edu/cahill/



GRADUATE COLLEGE of
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Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

SF STATE SUBJECT MATTER COMPETENCY ADVISORS

NOTE: If a subject is not listed, SF State does not have an approved program at this time. Only the institution at which the student earned the BA or the institution at which the credential program is being completed can do Subject Matter Program evaluations. If neither institution has an approved subject matter program consult the CTC for an appropriate institution.

Subject Area	Dept. Office	Dept. Phone	Advisor	Phone	Office	Email
ART	FA 265	338-2176	Julia Marshall	338-1785	FA 265	jmarsh@sfsu.edu
BIOLOGY	HH 534	338-1548	Sally Pasion Kimberly Tanner	405-0736 405-3438	HH 668 HH 243	pasion@sfsu.edu kdtanner@sfsu.edu
ENGLISH	HUM 289	338-2264	English Resource Center Paul Morris Jim Gilligan	405-2454 338-1575 405-2454	HUM 235 HUM 432 HUM 235	etrac@sfsu.edu pmorris@sfsu.edu jimrgill@sfsu.edu
LATIN	HUM 377	338-2068	Gill McIntosh	338-1537	HUM 368	gillianm@sfsu.edu
CHEMISTRY	TH 806	338-1288	Peter Palmer	338-7717	TH 730	palmer@sfsu.edu
GEOSCIENCES	TH 509	338-2061	David Dempsey	338-7716	TH 610	dempsey@sfsu.edu
MATHEMATICS	TH 937	338-2251	Eric Hsu	405-4190	SCI 211	erichsu@sfsu.edu
MUSIC	CA 141	338-1431	Gregory Gomez			solresolgomez@mindspring.com
PHYSICAL EDUCATION	GYM 101	338-1258	Claudia Guedes David Walsh Ana Maria Barrera	338-2160 338-7856 338-2244	GYM 136 GYM 141 GYM 137	cguedes@sfsu.edu dwalsh@sfsu.edu abarrera@sfsu.edu
P.E. Concentration: DANCE	CA 103	338-1431	Yutian Wong	405-2941	CA 101	ytw@sfsu.edu
Added Authorization: ADAPTED P.E.	GYM 101	338-2244	Dal Moon	338-1671	GYM 138	dmoon@sfsu.edu
PHYSICS	TH 334	338-1659	Adrienne Cool	338-6450	TH 416	cool@sfsu.edu



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**SINGLE SUBJECT CREDENTIAL plus MASTER'S DEGREE or
CREDENTIAL ONLY
PROGRAM APPLICATION PACKET**

FALL DEADLINE: February 15
SPRING DEADLINE: 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 Credential plus Master's Degree General Information Packet.

Turn in ALL application materials together in one packet by the deadline
Make sure your ID number appears clearly on the upper right corner of 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



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Fax: 415/338-1940
Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

SINGLE SUBJECT CREDENTIAL plus MASTER'S DEGREE PROGRAM or CREDENTIAL ONLY 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

Official transcripts from all colleges or universities attended

Full set of official, sealed transcripts submitted to SF State Graduate Admissions.

International applicants will need to see the Graduate website (<http://grad.sfsu.edu/>) for further requirements.

PROGRAM APPLICATION PACKET

Program Application

Including completed and signed Early Field Experience supplementary form.

Processing Fee \$25.00 (non-refundable)

Submit the fee slip (included in application packet) either stamped by the SF State Bursar OR completed with a check made out to SF State attached.

Official, sealed transcripts from all colleges or universities attended

Full set of official, sealed transcripts (E-transcripts are not accepted)

Grade Point Average (GPA)

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

Statement of Purpose (also serves as proof of Level I Written English Proficiency Requirement)

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 signatures.

Subject Matter Competency Requirement

For the CSET, submit either a **photocopy** of the official test scores OR proof of registration for the first available test date.

For the Subject Matter Verification Program submit a completed and signed competency review form. If courses are still in progress submit proof of course registration and then resubmit an official transcript with posted grades.

Basic Skills Requirement

Submit a **photocopy** of the official test scores OR proof of registration for the first available test date.

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 test results. This can either be the skin test or the check x-ray results.



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Email: credinfo@sfsu.edu
Website: http://gcoe.sfsu.edu/

PROGRAM APPLICATION

CONTACT INFORMATION

SSN: _____ SFSU ID: _____ Date of Birth: _____
Name: _____
Mailing Address: _____ Apartment/Unit #: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

ACADEMIC INFORMATION

Degrees earned or in progress:

Bachelor's Degree: Date (to be) granted: _____ Academic Major: (specify) _____

Institution: _____

Master's Degree: Date (to be) granted: _____ Academic Major: (specify) _____

Institution: _____

SECOND LANGUAGE REQUIREMENT

Type of Documentation Submitted: _____

PROGRAM OPTIONS

Please indicate your choice:

Semester:

- Fall
- Spring

Year: _____

Program:

- Credential plus Masters
- Credential Only

Added Bilingual Authorization::

(Must hold valid credential)

- Spanish
- Cantonese
- Mandarin

Grade:

- Middle School
- High School

Option:

- Fall Start
- Spring Start
- Intern (Fall Start Only)

Please indicate your subject area choice below *(select only one)*:

- | | | |
|---|---|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Social Science |
| <input type="checkbox"/> English | <input type="checkbox"/> Science – Foundation Level | <input type="checkbox"/> Science – Biology Specialized* |
| <input type="checkbox"/> Foreign Language: _____ | <input type="checkbox"/> Science – Biology | <input type="checkbox"/> Science – Geosciences |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science – Geosciences | Specialized* |
| <input type="checkbox"/> Mathematics – Foundational Level | <input type="checkbox"/> Science – Chemistry | <input type="checkbox"/> Science – Chemistry Specialized* |
| <input type="checkbox"/> Music | <input type="checkbox"/> Science – Physics | <input type="checkbox"/> Science – Physics Specialized* |

**Available only to those who have passed the respective specialized exam prior to July 11, 2015.*

APPLICANT SIGNATURE:

DATE:

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



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SINGLE SUBJECT CREDENTIAL PROGRAM

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 a single subject, public middle or high school general education classroom setting in the United States and in the content area you wish to teach.**

DOCUMENTATION OF EARLY FIELD EXPERIENCE: SF State permits a variety of options in meeting this requirement. Below, please indicate which option you have met. The bottom of the 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 side 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 public 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:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Public School | <input type="checkbox"/> Limited English Proficient | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Public Charter School | <input type="checkbox"/> Fluent English speakers | <input type="checkbox"/> Suburban |
| | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Rural |

Print Teacher Name: _____ **Date:** _____

Teacher or Other Authorized Signature: _____

