



**Single Subject Credential plus Master's Degree
OR
Single Subject Credential ONLY information packet**

Fall Deadline: February 15th | Spring Deadline: November 15th

Submit a university application through Cal State Apply (<https://www2.calstate.edu/apply>). **Please note that the CSU Graduate Application must be submitted online on or before the deadline, regardless of what day the deadline falls.**

Attend An Information Meeting over ZOOM Conferencing

Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a Credential plus Master's or Credential Only Program. Explanation of the requirements for the program, a description of what the program entails, and timelines are discussed. Applicants are strongly encouraged to attend the information meeting.

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

Admission Procedures

1. Submit a complete application on Cal State Apply. Applications missing one or more of the items specified below may not be reviewed.
 2. Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by email.
 3. Applicants who are recommended for admission will be notified 2 to 3 weeks after the interview. Official notification of admission is determined by the Division of Graduate Studies and will be visible in the SFSU Student Portal.
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**Single Subject Credential plus Master's Degree Program
VS. 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:

1. 12 units of select classes in the credential program count towards the 30 units in the Master's plus Credential program if you earn a "B" or higher in those courses.
 2. Many school districts pay a higher salary for those who later earn the Master's degree compared to those who just earn a Credential.
 3. Financial student loan annual and aggregate maximums are much higher for Credential plus Master's programs. Please contact the Office of Financial Aid to discuss your possibilities.
 4. You will not have to reapply to the University for the Master's program should you choose the Credential + Master's program now, instead of Credential Only and you will maintain continuous enrollment.
- Please note that the GPA required for admission to the Credential plus Master's degree program is higher than that required for the Credential program.
 - In addition, the tuition for graduate students (Credential plus MA) is slightly higher than the tuition for credential only students. More information on the tuition differences can be located here: (https://bursar.sfsu.edu/students_services) (Click the latest academic semester, then click "schedule of tuition and fees")

Program Requirements

University Requirements:

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

Single Subject Credential plus Master's or Credential Only Program Requirements:

1. Application Fee: \$25 (non-refundable)
2. Unofficial Transcripts from all colleges or universities attended for applicant review
***Official transcripts are required if recommended for admissions.**
3. Bachelor's Degree must be posted before starting the program
4. GPA:
 - a. **Credential plus Master's:** 3.0 or higher in baccalaureate or post-baccalaureate coursework OR 3.0 on the last 60 semester units or 90 quarter units.
 - b. **Credential ONLY:** 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units
5. Statement of Purpose also fulfills Written English Proficiency requirement for CRED+MA applicants.
6. Resume or Curriculum Vitae
7. Early Field Experience in a California public classroom setting (grades 6-12)
8. Letters of Recommendation: Minimum of two letters. One letter must verify Early Field Experience
9. Fulfill Subject Matter Competency requirement
10. Fulfill Basic Skills requirement
11. Fulfill Second Language requirement
12. Fingerprint Clearance (Live scan and Certificate of Clearance)
13. Negative Tuberculosis (TB) skin test (valid for 4 years) or chest x-ray (valid for 5 years)
***Must be valid at the time of application and while in the program.**

CSU Graduate Application Requirements

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University. This application can be filled out online at: <https://calstate.liaisoncas.com>

- When filling out the online application for Credential plus Master's Degree program: Select **EDUCATION – SECONDARY EDUCATION & CREDENTIAL**
- When filling out the online application for Credential only: Select **SINGLE SUBJECT CREDENTIAL - SUBJECT AREA**

2. **FEE:** There is a **\$70.00** fee for this application. You can pay online at the time of the application submission.

3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from **every** college or university attended to the CalState Apply. Official transcripts will be required for admitted students. If you have previously attended SF State, you may not need to send transcripts. Please check with Graduate Admissions regarding their policies (gradstudies@sfsu.edu).

4. **TOEFL:** If you are an international student or if you have a Bachelor's degree from outside the United States, please contact Graduate Admissions directly. There may be additional requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

Program Application Requirements

Please upload documentation of each of the following items under "Program Requirements" --- "Documents" on CalState Apply.

- 1. PROCESSING FEE:** There is a \$25.00 non-refundable fee for this application. Please pay this fee online via Cashnet: (https://commerce.cashnet.com/CGSC_ADM.) Cashnet charges a 2.75% nonrefundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.
- 2. DEGREE:** Applicants must have earned a Bachelor's degree or higher, except in professional education (i.e., secondary education), from a regionally accredited college or university. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and submit updated transcripts once the degree has been awarded.
- 3. GPA:** Applicants for admission should have attained a grade point average of at least 3.0 in all baccalaureate and post baccalaureate coursework for Credential plus Master's Degree OR 3.0 in the last 60 semester units or 90 quarter units. For Credential Only Program applicants, a 2.67 overall or 2.75 in the last 60 semester units or 90 quarter units.
- 4. STATEMENT OF PURPOSE:** Upload a typed essay (1-3 pages double spaced). Some questions to consider when formulating your essay: Why do you want to be a teacher? What experiences have prepared you to teach in a linguistically diverse, urban setting? What personal qualities do you possess and what experiences have you had that prepared you to work in a collaborative environment such as a middle/high school or cohort in the Single Subject Program? **For Credential plus Master's applicants, your Statement of Purpose also satisfies the Written English Proficiency requirement.**
- 5. RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
- 6. EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 45 hours of early field experience in one or more public middle or high school settings in CA in your content area prior to applying to the program. This experience can be met by substitute teaching, volunteering, or working in a regular education classroom.
 - Please upload a separate EFE form for each setting. (Maximum of 2 locations only) Signed forms from other academic institutions will be accepted if they specify setting and number of hours completed.
 - Students who completed fewer than 45 Early Field Experience hours will need to complete the remaining hours in the first semester of their student teaching placement, as part of their field placement. For applicants who have completed 45 hours of EFE, please submit documentation of completed hours.
 - For applicants whose 45 hours of EFE are in progress, please submit documentation of completed hours along with a timeline for any additional hours you will complete after you submit your application.

A letter of recommendation from the teacher or supervising site administrator must verify this experience. The teacher who signed off on your Early Field Experience form must be the one writing your letter of recommendation. The letter should briefly describe the classroom composition, including the cultural background of students, and the classroom environment, and include the grade level and subject that was taught. The letter should also state how the applicant was involved in the classroom, including qualitative comments about the applicant's performance in the classroom, especially noting the applicant's effectiveness in a linguistically and culturally diverse classroom.

- 7. LETTERS OF RECOMMENDATION:** A minimum of 2 letters are required. One letter should verify Early Field Experience. Letters should address the applicant's character, aptitude for teaching, work ethic,

or academic ability, etc. Additional letters will also be accepted to augment the application. **Please advise letter writers to upload scanned, signed letters on letterhead to the Cal State Apply platform.** Letters from relatives and letters more than five years old will not be accepted.

8. SUBJECT MATTER COMPETENCY: The program does not provide further preparation in a subject area. Knowledge of the subject should be mastered before beginning a credential program. There are two ways applicants can prove their competency:

- **Passing or completion of the CSET Exams:**
 - Photocopies of registration with test dates or all exam scores should be uploaded to Cal State Apply, even if you have requested the testing company to send the scores to SF State.
 - Exams vary by subject. All CSET scores are valid for 10 years. You must earn your credential before these tests expire.
 - For information and registration go to (<http://www.ctcexams.nesinc.com/>). To search for available testing centers, search by individual subtest, expand the geographic area, and check daily for last-minute cancellations.

- **Complete an Approved Subject Matter Competency Program:**
 - To have your coursework assessed, please consult the list of Subject Matter Advisors and make an appointment (<https://gcoe.sfsu.edu/current-students/how-apply>).
 - If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements. If your subject area is not listed on the advisor list provided, then SF State does not have an approved subject matter competency program for that area.
 - A successful completion of an academic major in the subject area you wish to teach. Refer to this link for more information: (<https://gcoe.sfsu.edu/sites/default/files/documents/SMR%20by%20Degree%20Form.pdf>)

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

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

B. **Out-of-State Basic Skills Examination:** Submit a **photocopy** of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.

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

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

10. 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.

11. **SECOND LANGUAGE REQUIREMENT:** Upload verification of experience learning a second language. Check the following link (<http://gcoe.sfsu.edu/current-students/how-apply>) for a list of 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 same clearance. Applicants must complete fingerprinting specific to the Certificate of Clearance in order to be admitted to a credential program. Other proof of fingerprint clearance cannot be substituted. See instructions for COC application here: (<https://gcoe.sfsu.edu/current-students/how-apply>)

Upload one of the following:

- a. Proof that you have obtained your COC from the California Teaching Commission on Teaching Credentialing.
- b. Proof that you have applied for the COC (upload copy of completed COC application showing completion of LiveScan) ***We can begin application review, but we cannot make a final admissions decision until we have received proof that you have obtained, not just applied for, the COC.**
- c. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. Please check with the SFSU credentialing office prior to submitting alternate documentation.

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

14. **FOREIGN TRANSCRIPT EVALUATION:** Applicants who earned their degrees from a foreign country must have the equivalent of a bachelor's degree from a regionally accredited institution. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of approved agencies (<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.) Submit foreign transcript evaluations directly to Credential Services (creddocs@sfsu.edu).

Appendix A: Options for Completing the Basic Skills Requirements

>>Electronic score reports are NOT acceptable<<

>>Request official score report from the College Board to have them sent to the SF State Undergraduate Division<<

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

The California Commission on Teacher Credentialing will accept a combination of scores from the EAP and the EPT/ELM examinations to meet the Basic Skills Requirement if the individual passes a section of English and a section of Mathematics.

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

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

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

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

Examination	English	Math
ACT	22	23

Examination	English	Math
College Board Advanced Placement Examinations	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP English Language and Composition • AP English Literature and Composition 	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP Calculus AB • AP Calculus BC • AP Statistics