

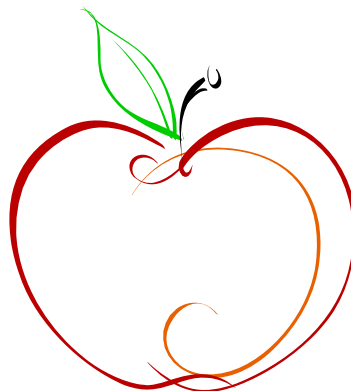
CSUS, COLLEGE OF EDUCATION



Teacher Preparation Program Admissions Guide

Admission Procedures and Requirements

Challenge the Present



Shape the Future
...TEACH

Teacher Preparation Office is located:
Eureka Hall, Room 216
6000 J Street, Sacramento, CA 95819-6079
(916) 278-6403

Website:

www.csus.edu/teach

Regular Hours:

Monday – Friday 10 am – 12 pm & 1 – 5 pm

Summer Hours:

Monday – Friday 9 am – 12 pm & 1 – 4 pm



SACRAMENTO STATE

TEACHER PREPARATION PROGRAMS

TYPES OF BASIC CREDENTIALS

Sacramento State offers three (3) BASIC Teacher Preparation Programs (TPP): Multiple Subject (elementary), Single Subject (secondary), and Special Education. The English Learner Authorization (ELA) and Education Technology requirements are embedded in all programs. A Bilingual Cross-Cultural Language and Academic Development (BCLAD) Emphasis is an option available only with a Multiple or Single Subject Credential. The Bilingual Multicultural Education Department (BMED) is the only department that offers the BCLAD Emphasis. Basic credential programs begin in Fall and Spring semesters. For additional information on the individual programs, please go to: www.csus.edu/teach or visit our office located in Eureka Hall 216.

ADMISSION REQUIREMENTS AT A GLANCE

- Experiences Related to Working with Children or Youth
- References
- Professional Goal Essay
- Transcripts from every college/university attended
- Writing Proficiency
- California Basic Educational Skills Test (CBEST)
- Subject Matter Competence (SMC)
- Grade Point Average (GPA) of at least 2.67
- Mandatory Interview

APPLICATIONS REQUIRED AT A GLANCE

- Teacher Preparation Program Application
- CSU Graduate School Application
- Certificate of Clearance Application

ADMISSION REQUIREMENTS

1. Experiences Related to Working with Children or Youth

Experience is required to be considered for admission. Possible field experiences (approximately 45 hours or more) could include: paid or volunteer instructional aid or tutor in a public school classroom(s), Peace Corps, camp counseling, recreation programs, coaching, group-home counseling, church school teaching, etc. Your responses will be evaluated using the following criteria:

- a. *Recency*: How recently has your experience been gained?
- b. *Settings*: Has the experience been gained in a variety of appropriate settings with culturally and linguistically diverse populations of the age group you intend to teach?
- c. *Supervision*: Has the verifiable experience been gained under supervision?

2. References

Applicants submit two reference forms (included in the Teacher Preparation Program applications). Letters of recommendation will not be accepted in lieu of reference forms. ***Only reference forms submitted in sealed envelopes will be accepted.*** It is recommended that one of the references be from a person who has observed the applicant's academic competence and the other reference form from a person who has observed the applicant working with children or youth. Submit the reference forms with your TPP application. **NOTE**: References from family members will not be accepted.

3. Professional Goal Essay

Discuss a critical, current issue in teaching/education and the relationship of this issue to your motivation to become a teacher in a typed, two-page, double-spaced essay.

4. Transcripts

Applicants must provide transcripts for the Teacher Preparation Program (TPP) and Graduate School applications:

- 1) Graduate Studies - submit ONE official, sealed transcript from every community college/college/university attended (continuing Sacramento State students are exempt); **AND**
- 2) TPP Application- ONE official transcripts from every non-CSUS college/university attended **AND** Sacramento State students need to include one complete, official CSUS transcript.

5. Writing Proficiency

Satisfying writing proficiency is a program entrance requirement. This requirement may be met in one of the following ways:

- (1) Pass the writing portion of the CBEST (37 points minimum); or
- (2) Pass the CSET: Writing Skills Test (*Multiple Subject applicants only*); or
- (3) Meet the graduation writing requirement at any CSU campus or equivalent requirement from another accredited college/university; or
- (4) Successfully complete an upper-division advanced English composition course.

6. California Basic Educational Skills Test (CBEST)

Policy states that ALL applicants must take all three (3) sections and submit verification of scores or registration before beginning classes in the program. Students must pass the entire exam before the final semester of student teaching. For the Spring application, *take the CBEST no later than the October* administration. For the Fall application, *take the CBEST no later than the April* administration. Register online at: www.ctcexams.nesinc.com.

7. Subject Matter Competence (SMC)

All applicants are required to meet SMC through one of the following options (with the exception of Early Childhood Special Education applicants).

- (A) ***Special Education***: Applicants holding one of the following types of credentials, may have met the subject matter competency requirement: five-year preliminary, clear, professional clear, or life credential in the following authorizations: Multiple Subject, Single Subject, Standard Elementary, Standard Secondary, General Elementary, or General Secondary. If you have met SMC, you may

skip this section. Applicants who do not hold one of the types of credentials listed above can meet SMC through one of the following options: (B) Multiple Subject option or (C) Single Subject option (see requirements below).

(B) **Multiple Subject:** All applicants must satisfy SMC by passing the California Subject Examinations for Teachers (CSET): Multiple Subjects Subtests I, II, and III. **NOTE:** CSET passing (or close to passing) scores on all three (3) subtests are required for admission consideration to the TPP. Register online at: www.ctcexams.nesinc.com.

(C) **Single Subject:** Applicants may satisfy SMC in ONE of the following two ways, either (1) by examination **or** (2) by coursework (see requirements below).

1. Examination(s)

Take and pass the California Subject Examinations for Teachers (CSET) in your subject area. Be sure to take all required subtests in your teaching area. See table below for appropriate examinations for your subject. **NOTE:** CSET passing (or close to passing) scores on all examination subtests are required for admission consideration to the TPP. Register online at: www.ctcexams.nesinc.com.

Table 1: Single Subject Teaching Areas, SMP Advisors, and Exam Options (Updated Annually)

NOTE: A fee may be charged for transcript assessments, inquire at the appropriate department office. Check with appropriate advisor on what to bring to your appointment. Availability of advisors may be limited during the summer.

Department (Teaching Areas)	Dept. Room	Phone 278-	SMP Advisors	Email: @csus.edu	Phone 278-	CSET Exam Option
Art*	KDM 185	6166	Anna Wagner-Ott	awagner-ott	6443	I & II
English	CLV 104	6586	Susan Fanetti	sfanetti	5734	I, II, III & IV
Foreign Languages:*	MRP 2051	6333	Kathleen Moore (same advisor for French & German) Kevin Elstob (French ONLY)	kcmoore kelstob	6513 6565	I, II & III I, II & III I, II & III
Health Science	NA	NA	NA	NA	NA	I, II & III
Home Economics *	MRP 3000	6393	Dianne Hyson	dhyson	7320	I, II & III
Kinesiology* Physical Education	SLN 3002	6441	Julie Kuehl-Kitchen Joan Neide Craig Tacla Scott Modell	jkitchen neidej ctacla modell	4022 5383 5034 5041	I, II & III
Adapted PE						
Mathematics	BRH 141	6534	Judith Ng Gary Shannon Kimberly Elce	ng shannong kelce	7115 6228 6435	I, II & III; or Foundational Level I & II
Music*	CPS 107	5155	Sue Metz	smetz	6439	I, II & III
Sciences:						
Biology (Life Sci.)	SQU 207	6535	Melanie Loo Adam Rechs Jennifer Lundmark	mwloo rechs lundmark	6573 6244 7235	I, II & III
Chemistry	SQU 506	6684	Roy Dixon Jeff Paradis	rdixon jparadis	6893 6987	I, II & III
Geosciences	NA	NA	NA	NA	NA	I, II & III
Physics (Phy. Sci.)	SQU 230	6518	Vera Margoniner	vera.margoniner	6268	I, II & III (Specialized: III & IV or MS)
Social Science:	LSN 2008	7077	David Lang	lang	7077	I, II & III
History Emphasis	TAH 3080	6206	Chloe Burke Michael Vann	burkec mikevann	5631 6428	

*These departments require a specialized interview for certification of competency in that subject.

2. Coursework:

Complete an approved Subject Matter Program (SMP) from an accredited California college/university. SMP's are California State approved academic programs that prepare individuals for teaching.

- a. The Sacramento State SMP is a California State approved baccalaureate program that prepares individuals for teaching. Sacramento State has 13 approved SMP majors (see Table 1). Course work units vary by department. Applicants (Sacramento State, out-of-state, non-Sacramento State) who wish to have their transcripts evaluated against one of the Sacramento State programs should contact the appropriate faculty advisor listed on Table 1 as soon as possible.

OR

- b. Non-Sacramento State applicants completing an approved SMP at a California campus other than Sacramento State should submit verification of completion of the SMP on the letterhead stationery of your college/university. A California Commission on Teacher Credentialing (CCTC) approved signatory from your college must sign the verification letter. Contact your college's credentials office for the name of the person who has been approved to sign-off on Subject Matter Programs.

NOTE: SMP may be completed concurrently with the 3-semester TPP, if no more than three (3) semester units (or one course) of subject matter coursework are remaining.

8. Grade Point Average (GPA)

In order to be considered for admission to the TPP, applicants must have attained a GPA of at least 2.67 in all baccalaureate or post-baccalaureate course work **OR** a GPA of at least 2.75 in the last 60 semester or 90 quarter units attempted. Only a small percentage of exceptions to this requirement will be allowed.

9. Interview

All applicants must participate in a one-hour group interview as part of the screening process. When the TPP application is submitted, applicants are notified of interview dates, times, and when to call to schedule an interview.

APPLICATIONS REQUIRED

1. CSU, Sacramento Graduate School Application: Applicants not currently attending Sacramento State and Sacramento State graduating seniors MUST apply for admission to graduate school through the Office of Graduate Studies (OGS) by completing and submitting the CSU application on-line at: www.csumentor.edu no later than the TPP application deadline dates (see info. below). There is a non-refundable application fee of \$55.00. Also, non-CSUS applicants must submit *one (1) set of sealed, official transcripts* (from all community colleges/colleges/universities attended) **directly** to the OGS located in the River Front Center 206. For questions, contact the OGS at (916) 278-6470.

2. Teacher Preparation Program (TPP) Application: All applicants must submit a written "Application for Teacher Preparation Program Admission" that includes a list of experiences related to teaching, a professional goal essay, two completed reference forms, writing proficiency verification, subject matter competency verification, Basic Skills requirement verification (CBEST or other approved verification), and transcripts. A TPP application is available to download from our website www.edweb.csus.edu/tpac/applications.html or a hardcopy can be picked up in EUREKA 216. Applications for programs that start in the Fall semester are available beginning in December through February and will be due the first Monday of March. Applications for programs that start in the Spring semester are available July through September and will be due the first Monday of October.

3. Certificate of Clearance (COC)

ALL applicants must submit verification of having applied for, or have been issued a clearance by the California Commission on Teacher Credentialing (CCTC). A COC must be issued **BEFORE** an applicant can begin a credential program. Applying for the clearance is a **TWO-STEP** process:

STEP 1: To apply for a COC, go to: www.ctc.ca.gov.

Click on **“Look Up A Credential”**. On the next page click on **“Direct Application (Non-Recommendation Only)”**, fill out all fields. Before continuing to the fee payment page, PRINT the **“Summary, Oath & Affidavit”** page, pay the \$29.50 fee online, and PRINT the payment confirmation page.

STEP 2: To get the Livescan form, go to: www.ctc.ca.gov.

Look under **“Browse By Subject – CA Educators”** Tab. Click on **“Applications, Forms, Leaflets, and Manuals”**. Click on **“Applications and Forms”**. Click on **“Request for Livescan Service – 41-LS”** to download form. Print out three copies of this form (one form is for the Livescan operator, second form is for the Teacher Preparation Program Office, and third form is for your records). Take the three (3) Livescan (fingerprinting) forms to an agency that offers Livescan services (i.e. Department of Justice, police/sheriff’s department, or check you local Yellow Pages under “fingerprinting” for Livescan services).

NOTE: If you have a felony or misdemeanor conviction(s), then you will need to obtain the official court documents regarding each incident. Refer to the CCTC website for the documentation needed: www.ctc.ca.gov . If you have any convictions, this process can take up to one year or longer before a decision is made by the CCTC.

Verification of Clearance – If you have been issued a clearance or permit, submit one photocopy. Go to www.ctc.ca.gov. Click on **“Look Up Credential”**. Click on **“Search for a Teacher’s Application Status and Credentials Held”**. Enter your social security number and date of birth and click **“Search”**. Under **“Credentials Held”**, if it says Certificate of Clearance or Emergency 30-Day Permit, click to display the information regarding when your clearance/permit was issued. Print this page as your verification.

ADDITIONAL INFORMATION

Verification of Bachelor’s Degree (BA or BS)

ALL applicants must obtain a bachelor’s degree from a regionally accredited college/university in order to be eligible for a credential. Proof can be obtained through official transcripts and listed as “Degree(s) Awarded” with the date the degree was awarded. To find out if your college/university is regionally accredited by one of the accrediting agencies approved by the California Commission on Teacher Credentialing (CCTC), go to: www.ctc.ca.gov/credentials/accreditation-bodies

Foreign Transcript Evaluation

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying for a teacher preparation program. For additional information on foreign transcript evaluations please go to: www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

*The bachelor’s degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program.

Fees (All fees are subject to change without notice.)

CSU Graduate School Application.....	\$55.00
Certificate of Clearance Application & Livescan service (approximately).....	\$90.00
Registration fees per semester: more than 6 units (approximately)	\$2,200.00

For more information on fees, fee installment plan, financial aid, etc. refer to the CSUS website: www.csus.edu.

Teacher Preparation Program Information Sessions

Attend an information session (reservations are not necessary, but please arrive on time). Please refer to our website www.csus.edu/teach for dates, times, and locations.