



Application Instructions for the Teacher Preparation Program

Fall 2017 Application:

Please READ all instructions carefully and thoroughly BEFORE completing the **FALL 2017** supplemental application packet. Applicants **MUST** submit **ALL** of the supplemental application documents by the deadline date to be considered for admission to a fall credential program.

Application Process:

1. Complete the Graduate School application (www.csumentor.edu).
2. You will receive a confirmation email with your assigned SaLink Student ID number. Use this ID number to create your SaLink Account (if not already created) www.saLINK.csus.edu.
3. Complete the documentation needed for the supplemental application.
4. Upload your supplemental application and supporting documents (see checklist on last page of this packet for upload instructions).

Overview of Documents Required for the Supplemental Application:

- A. Two Page Supplemental Application
- B. Proof, if some Pre-requisite courses already completed
- C. Proof that you have met/are meeting Subject Matter Competency
- D. Proof that you have met/are meeting the Basic Skills Requirement
- E. Proof that you have met/are meeting Writing Proficiency
- F. List of experiences related to working with children or youth
- G. Essay
- H. Two References on the required forms
- I. Transcripts from all colleges attended
- J. Background Check - Certificate of Clearance

Final Submission Deadlines:

Graduate School Application due by MARCH 1, 2017
Supplemental Application Packet due by MARCH 15, 2017

****Incomplete applications will not be accepted****

Application Instructions

University Graduate School Application (CSU Mentor)

CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION: All applicants must complete and submit the CSU application for graduate school admission online at: www.csumentor.edu **no later than MARCH 1, 2017**. The \$55.00 non-refundable application fee must be paid online at the time the application is submitted. If you have questions about the graduate school application, please call (916) 278-6470.

IMPORTANT TIPS when completing enrollment information on the CSUmentor application:

- Select your **Major/Program Objective**:
 - ◆ Special Education Credential Only (**for dual credential program applicants also**)
- When asked to **Indicate any option, emphasis, or concentration** leave this blank.
- Under **Degree Objective** select “None”
- Select your **Credential Objective**:
 - ◆ Mild/Moderate Disabilities
(This option includes the dual credential objective)
- Complete the rest of the online graduate school application, pay application fee and click the “submit” button.
- **TRANSCRIPTS** for graduate school application: One (1) set of official transcripts (sealed) from all community colleges, colleges, and universities attended (even if only one [1] course was completed) submitted directly to:
 - i. CSU Sacramento, Office of Graduate Studies (OGS), River Front Center 215, 6000 J Street, Sacramento, CA 95819-6112.

****Transcripts must be received by OGS no later than MARCH 1, 2017. Electronic transcripts cannot be accepted****

****NOTE:** If you graduated/are graduating from Sacramento State, you do not need to submit additional transcripts to OGS unless you attended another college(s) after you graduated.

Foreign Degrees: Applicants with degrees from outside of the United States, please visit the following website for instructions, <http://www.csus.edu/gradstudies/FutureStudents/ApplicantsWithForeignDocuments/index.html> or call OGS at (916) 278-6470. Foreign documents/transcripts must be sent directly from your University to OGS and received no later than JANUARY 2016.

International Admissions: Applicants on F-1 or J-1 visas, please visit the following website for application instructions, <http://www.csus.edu/oge/international-admissions/index.html>.

****You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your Sac Link Account (if not already set up). Please make sure that your email provider is set up to accept CSUS.edu emails****

Application Instructions – Supplemental Program Application

- A. **SUPPLEMENTAL APPLICATION – TEACHING CREDENTIAL PROGRAM:** All applicants must submit a *supplemental program application*, plus supporting documents detailed in the next few pages. Incomplete application packets will NOT be accepted.
- B. **PRE-REQUISITE CREDENTIAL COURSES:** To be completed in the SUMMER 2017 semester, if not already completed.
- **EDUC 170** – Bilingual Education: Introduction to Educating English Learners (includes 10 tutoring sessions)
 - **EDUC 100A/B** – Education of Students w/Disabilities in Inclusive Settings (includes 30 hours fieldwork)
 - **HLSC 136** – School Health Education (CPR certification required during course)
 - **KINS 172 or equivalent PE and Health Methods workshop**

List of approved equivalent pre-requisite courses: <http://www.csus.edu/coe/apply/assets/credentials/cred-equivalencies-prereqs-20160712.pdf>

If you believe you have completed equivalent pre-requisite coursework (not listed at the link above), you must submit the **Course Substitution Request For Teacher Preparation Program Courses** form and full course syllabi for review – include description of readings, assignments, student outcomes, etc.

Form: <http://www.csus.edu/coe/apply/assets/credentials/course-sub-request-teacher-prep-program-20150923.pdf>

- C. **SUBJECT MATTER COMPETENCY REQUIREMENT:** Submit verification of having met subject matter competency.
- Mild-Moderate Education Specialist and Multiple Subject applicants** –To satisfy SMC applicants must pass all three subtests of the CSET: Multiple Subjects Exam.

CSET exams must be taken by MARCH 1, 2017

Test results must be submitted no later than APRIL 2017

For CSET registration, test information, and score report dates, visit

www.cset.nesinc.com

Program admission decisions cannot be made until test results have been submitted.

- D. **BASIC SKILLS REQUIREMENT (BSR).**

1. Pass the California Basic Educational Skills Test (CBEST); OR
2. Pass the CSET: Writing Skills Test

For detailed information on other options visit <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

CBEST exams must be taken by MARCH 1, 2017

Test results must be submitted no later than APRIL 2017

For CBEST registration, test information, and score report dates, visit

www.cset.nesinc.com

Program admission decisions cannot be made until test results have been submitted.

- E. **WRITING PROFICIENCY:** May be met by at least one of the following options:
1. Pass the CBEST
 2. Pass the Multiple Subject CSET: Writing Skills Test (for Multiple Subject applicants only)
 3. Meet the graduation writing requirement (GWAR) at any CSU campus (submit written proof of passing)
 4. Successfully complete an upper-division advanced English composition course with a “B” or better
- E. **EXPERIENCES RELATED TO WORKING WITH CHILDREN OR YOUTH:** Experience is an admission requirement—a minimum of 45 hours working with the age group you plan to teach. Use the column format (see sample below) to list your experiences. Include school site or setting, age group/student population/diversity, activities and responsibilities, and supervisor’s/teacher’s name. ****Highly recommend (volunteer or paid) experiences in diverse K-12 public school classrooms with the age group you plan to teach.** Other experiences can include: tutoring, internships, fieldwork with children/youth for college classes (i.e., EDUC 100A/B, EDUC 170, CHDV 35F, EDUC 124A/B, 125A/B, 101A/B, 103A/B, etc.), Peace Corps, camp counseling, recreation programs, coaching, group-home counseling, church school teaching, etc.

Responses will be evaluated using the following criteria:

- Recency: How recently has your experience been gained?
- Settings: Has the experience been gained in diverse public school classrooms and/or a variety of other settings with culturally, linguistically, and socio-economically diverse populations of the age group you intend to teach?
- Target age group: what proportion of the experience targets the relevant age group?
- Supervision: Has the verifiable experience been gained under supervision?

**** Use the following column format to create your own table of experiences, starting with your most recent experience****

Inclusive Dates	Description & Location of Activity	Approximate Time and Commitment
<i>Example:</i> July 2016 – December 2016	<i>Example:</i> School site, activities, age group, diversity, etc.	<i>Example:</i> 4 hours per week

- G. **ESSAY:** Type a two-page, double-spaced essay in which you discuss a current, critical issue in teaching/education in culturally and linguistically diverse schools and the relationship of this issue to your motivation to become a teacher with cultural competence.
- H. **REFERENCE FORMS (Confidential):** Submit TWO references (forms included in this application). Only references submitted in sealed envelopes will be accepted. One reference should be from a person who has observed you working with the age group you intend to teach; and the other reference from an instructor (current or former) who can attest to your academic competence.
- I. **TRANSCRIPTS to submit with the SUPPLEMENTAL PROGRAM APPLICATION PACKET:** Submit one set of unofficial transcripts from all community colleges, colleges, and universities attended, including any colleges you are currently attending.

****For Sacramento State students only:** Copies of transcripts from other colleges you attended that you submitted when transferred to Sac State, are usually available (for a fee) as an “ALL Colleges/Records” request at the Student Services Counter in Lassen Hall. These copies will be stamped in RED “Issued to Student” or “Unofficial” but will count as official for this application. Allow approximately two-three weeks for order processing.

- J. **CERTIFICATE OF CLEARANCE (COC):** ALL applicants must submit verification of having been issued a clearance by the CA Commission on Teacher Credentialing (CTC) before they will be allowed to officially start the credential program.
- Applicants who *have already been issued* a clearance/permit/credential must submit a printout from the CTC website (www.ctc.ca.gov) showing the issuance date of a valid CA 30-day emergency permit, a valid CA Child Development Associate/Center permit, a valid CA credential, or a valid Certificate of Clearance.
 - Applicants who *have NOT been issued* a clearance/permit/credential must apply for the Certificate of Clearance (detailed instructions can be found at <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>) must submit proof of applying for the clearance with the program application packet. Include as proof both of the following: a copy of the 'Payment Receipt' page from the on-line COC application AND a copy of the completed Live Scan form.

If applying for the COC, please note: If you have any felony or misdemeanor arrests/convictions, you will need to obtain the official arrest record and court paperwork regarding each incident. Refer to the CTC website for the necessary documentation at www.ctc.ca.gov and click on the blue **"Educator Misconduct"** tab at the very top of the page, and then scroll down to the link for **Self-Reported Misconduct – Applications**. Review the information for "Applicant Disclosure – Online Applications." Complete and submit the "DPP Document Submission Form," along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. The processing of your clearance application will be delayed (possibly six months or longer) while it is being reviewed by the CTC. This could mean you may not be eligible to start the credential program if your clearance is not issued before the program begins. If you have any questions about submitting arrest records, court documents, etc., which are not answered on the CTC website, please email the CTC at credentials@ctc.ca.gov.

Fall 2017

Submit no later than March 15, 2017

Personal Information:

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					
Last name		First	M	Previous last name	Social Security #
Mailing Address:	Street:	City:	State:	Zip:	
Permanent Address:	Street:	City:	State:	Zip:	
E-mail: **This email will be used for all correspondence regarding your application and admission status**		Primary phone:		Birth date: ____ / ____ / ____	
Bachelor's Degree major:		Date degree conferred or expected: mm/year ____ / ____			
Ethnicity (optional):		Disabled (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Native Language:		Other Language(s) spoken fluently:			

Second Choice Program Option – please check “Yes” or “No”

If you are not admitted to the CSUS/SCUSD Dual Credential program, do you wish to be considered for admission to the regular dual credential program at the CSUS campus? Yes No

Pre-Requisite Credential Courses or Equivalencies

EDUC 170 or Equivalent:
 Course taken: _____ Institution & Semester _____ Grade: _____ // Summer 2017 Yes

EDUC 100A/B or Equivalent:
 Course taken: _____ Institution & Semester _____ Grade: _____ // Summer 2017 Yes

HLSC 136 or Equivalent:
 Course taken: _____ Institution & Semester _____ Grade: _____ // Summer 2017 Yes

KINS 172 or Equivalent Workshop
 Course taken: _____ Institution & Semester _____ Grade: _____ // Workshop Yes Needed

Subject Matter Competence (SMC) - how are you completing this requirement? Submit proof.

I have/will fulfill this requirement by:

CSET for **Multiple Subjects** – Dates Passed: **Subtest I:** _____ **Subtest II:** _____ **Subtest III:** _____

CSET for **Multiple Subjects** – Dates to be Taken: **Subtest I:** _____ **Subtest II:** _____ **Subtest III:** _____

Basic Skills – how are you completing this requirement? Submit proof of one option.

I have/will fulfill this requirement by:

- CBEST: **Date passed** _____ // **Date to be taken** _____
- CSET Writing Skills Test: **Date passed** _____ // **Date to be taken** _____
- Other: _____ Date scheduled/passed _____

Writing Proficiency – how are you completing this requirement? Submit proof of one option.

I have/will fulfill this requirement by:

- CBEST: **Date passed** _____ // **Date to be taken** _____
- CSET Writing Skills Test: **Date passed** _____ // **Date to be taken** _____
- Met the CSU graduation Writing Proficiency requirement (GWAR Writing Intensive Course)
- Non-CSUS Upper Division Advanced Composition Course: _____

Academic Preparation:

List below all institutions you are attending or have attended beyond high school, including Sacramento State, beginning with the most recent. If necessary, attach another page.

Name of Institution	Location (City/State)	From (mm/year)	To (mm/year)	# Units	Degree

Reference Forms List names and positions of your two references:

Name	Position

Release of Information:

“I authorize the release of information regarding my credential status to the following: Sacramento State College of Education faculty, staff, school districts, County Offices of Education, The Commission on Teacher Credentialing, and other colleges and universities. I certify under penalty of perjury that I have provided complete and accurate responses to the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me.”

Applicant’s Signature

Date



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
 College of Education, Teaching Credentials
 6000 J Street, Sacramento, CA 95819-6079
 (916) 278-6639

Reference Form for Applicants

Applicant's Name: _____

Social Security #: xxx – xx -
last 4 digits only

Program/Semester: _____

SaLink Student ID: _____

This reference has been requested of you by the above named applicant who is applying for admission to the teaching credential program at CSU, Sacramento. Please complete the items below and return the form to the applicant in a sealed envelope with your signature written across the sealed area. It is the responsibility of the applicant to submit the sealed envelope to the CSUS Teacher Preparation Office as part of his/her application to the Teacher Preparation Program. Please be assured that the contents of this form will be kept confidential. **Only reference forms submitted in sealed envelopes will be accepted.**

Please rate the candidate on the following scale below by circling the appropriate number:

- 3 = consistently evident**
- 2 = evident or often evident**
- 1 = sometimes or rarely evident**
- 0 = lack adequate data to rate and/or NA**

1.	Works effectively with learners or students	3	2	1	0
2.	Takes initiative and is a self starter	3	2	1	0
3.	Is well organized	3	2	1	0
4.	Is dependable and conscientious	3	2	1	0
5.	Is a team player	3	2	1	0
6.	Relates well with other adults	3	2	1	0
7.	Is respectful of and open to the ideas/perspectives of others	3	2	1	0
8.	Is energetic and enthusiastic	3	2	1	0
9.	Demonstrates effective verbal communication skills	3	2	1	0
10.	Demonstrates effective writing skills	3	2	1	0
11.	Demonstrates effective problem solving abilities and common sense	3	2	1	0
12.	Demonstrates strong academic abilities (e.g., critical thinking)	3	2	1	0
13.	Responds positively to stressful situations and/or conflict	3	2	1	0
14.	Responds positively to constructive criticism	3	2	1	0
15.	Demonstrates willingness to self-assess own strengths/weaknesses	3	2	1	0

OVERALL rating of the applicant based on the above items	3	2	1	0
---	----------	----------	----------	----------



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Education, Teaching Credentials
6000 J Street, Sacramento, CA 95819-6079
(916) 278-6639

Reference Form for Applicants

Applicant's Name: _____

Social Security #: xxx - xx -
last 4 digits only

Program/Semester: _____

SaLink Student ID: _____

Additional Comments (e.g., to clarify the above ratings)

Please describe briefly your relationship to the applicant (e.g., supervisor, employer, co-worker):

How long have you known and/or worked with the applicant?

Name _____ (please print) Date _____

Signature _____ Organization _____

Position _____ Phone/email _____



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
 College of Education, Teaching Credentials
 6000 J Street, Sacramento, CA 95819-6079
 (916) 278-6639

Reference Form for Applicants

Applicant's Name: _____

Social Security #: xxx – xx -
last 4 digits only

Program/Semester: _____

SaLink Student ID: _____

This reference has been requested of you by the above named applicant who is applying for admission to the teaching credential program at CSU, Sacramento. Please complete the items below and return the form to the applicant in a sealed envelope with your signature written across the sealed area. It is the responsibility of the applicant to submit the sealed envelope to the CSUS Teacher Preparation Office as part of his/her application to the Teacher Preparation Program. Please be assured that the contents of this form will be kept confidential. **Only reference forms submitted in sealed envelopes will be accepted.**

Please rate the candidate on the following scale below by circling the appropriate number:

- 3 = consistently evident**
- 2 = evident or often evident**
- 1 = sometimes or rarely evident**
- 0 = lack adequate data to rate and/or NA**

1.	Works effectively with learners or students	3	2	1	0
2.	Takes initiative and is a self starter	3	2	1	0
3.	Is well organized	3	2	1	0
4.	Is dependable and conscientious	3	2	1	0
5.	Is a team player	3	2	1	0
6.	Relates well with other adults	3	2	1	0
7.	Is respectful of and open to the ideas/perspectives of others	3	2	1	0
8.	Is energetic and enthusiastic	3	2	1	0
9.	Demonstrates effective verbal communication skills	3	2	1	0
10.	Demonstrates effective writing skills	3	2	1	0
11.	Demonstrates effective problem solving abilities and common sense	3	2	1	0
12.	Demonstrates strong academic abilities (e.g., critical thinking)	3	2	1	0
13.	Responds positively to stressful situations and/or conflict	3	2	1	0
14.	Responds positively to constructive criticism	3	2	1	0
15.	Demonstrates willingness to self-assess own strengths/weaknesses	3	2	1	0
OVERALL rating of the applicant based on the above items		3	2	1	0



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
 College of Education, Teaching Credentials
 6000 J Street, Sacramento, CA 95819-6079
 (916) 278-6639

Reference Form for Applicants

Applicant's Name: _____

Social Security #: xxx - xx -
last 4 digits only

Program/Semester: _____

SaLink Student ID: _____

Additional Comments (e.g., to clarify the above ratings)

Please describe briefly your relationship to the applicant (e.g., supervisor, employer, co-worker):

How long have you known and/or worked with the applicant?

Name _____ (please print) Date _____

Signature _____ Organization _____

Position _____ Phone/email _____

CHECKLIST FOR TEACHING CREDENTIALS SUPPLEMENTAL APPLICATION PACKET

Two application submissions are required (see instructions below):

1. Submit one **electronic** copy of your supplemental application **AND**
2. Submit one **paper** copy of your supplemental application

PLEASE ORGANIZE YOUR APPLICATION PACKET IN THE ORDER OF THIS CHECKLIST. FOR SPECIFIC DETAILS ON A SPECIFIC ITEM, REFER TO THE DETAILED APPLICATION INSTRUCTIONS.

- Two- Page Program Application, plus the following:
 - List of Experiences
 - Professional Goal Essay
 - Reference Form (academic in sealed envelope)**
 - Reference Form (experience-related in sealed envelope)**

****Do not upload REFERENCE FORMS, they must be submitted directly to the department in a sealed envelope****
- Subject Matter Competence (SMC) Requirement: Submit proof of how you are completing/have completed this requirement, i.e., photocopy of CSET registration and/or photocopy of score reports, subject matter program completion form.
- Basic Skills Requirement (BSR): Submit proof of how you are completing/have completed this requirement, i.e., photocopy of test registration and/or photocopy of score reports.
- Writing Proficiency Requirement: Submit proof of how you are completing/have completed this requirement.
- Transcripts: Submit one set of UNOFFICIAL transcripts from ALL colleges attended
- Certificate of Clearance (COC) Requirement: submit a copy of your valid clearance (or CA Teaching Credential) or a photocopy or printout of the "Payment Receipt" page AND a photocopy of your completed Live Scan form
- University Graduate School Application Verification: provide a copy of the "CSU Sacramento Graduate Application Agreement Statement" or email confirming application submission

ELECTRONIC SUBMISSION INSTRUCTIONS:

Create **one** PDF document of the supplemental application and ALL supporting documents.

Upload using your SacLink Student ID to the following upload website:

<https://gradsup.webapps.csus.edu/>

PAPER SUBMISSION INSTRUCTIONS:

Submit supplemental application and ALL supporting documents to Eureka Hall 401.
In person applications accepted Monday – Friday 8:00am – 12:00pm and 1:00pm – 4:30pm

Mailed Applications **must be received by 3/15/17** and can be sent to:

CSUS College of Education, Teaching Credentials

6000 J Street

Sacramento, CA 95819-6079