

CREDENTIAL PROGRAM APPLICATION

Preliminary Multiple Subject and Single Subject Credential Programs

We welcome your application for admission to one of our credential programs. Here is your guide to the admission process. If you have any questions, please contact the Credential Office or visit www.csun.edu/education/cred

COMPLETE APPLICATION

Only applications containing **ALL** required materials will be accepted and reviewed for admission into a credential program.

NOTE: Make copies *prior* to submission of any documents that you will want to retain for your own records.

All submitted items become part of the student file and are not returned to the student once submitted.

INFORMATION SESSION

All applicants are **REQUIRED** to attend an Information Session.

For session dates and times, please visit The Credential Office website at www.csun.edu/education/cred or pick up a flyer at the Credential Office.

INTERVIEW

Applicants are required to participate in an interview with a College of Education faculty member. You will be directed to schedule the interview after you submit your complete application.

PRIORITY DEADLINE

October 1st for Spring

Applications received after this date will be considered in the order received.

UNIVERSITY APPLICATION

The credential program application **DOES NOT** constitute application to the University. All students not already admitted as CSUN Graduate Students must submit a separate application through Admissions and Records prior to registering for courses. On-line applications are available at <http://www.csumentor.edu/>. Students seeking admission to a credential program should **not** enroll in Open University. If you are already enrolled as an undergraduate there is no need to submit an application unless you are in your final semester of Bachelors Degree coursework.

Only COMPLETE application packets will be accepted.

A COMPLETE application packet includes the following items: (Please read these instructions *carefully* and use the 's to make sure your application is complete before attempting to turn it in.)

1. **Application Form:** Please print legibly. Make sure the application form is complete and signed.
 Completed

2. **Information Session:** All program applicants must submit verification that they have attended an Information Session. For session options, please visit the Credential Office website at www.csun.edu/education/cred or pick up a flyer at the Credential Office.
 Completed

3. **Transcripts from all colleges/universities, including CSUN:** A Bachelor's or higher degree from a regionally accredited institution or a degree deemed equivalent to a regionally accredited institution in the case of a foreign transcript is required. Students with an international transcript must submit a comprehensive international evaluation by an approved agency. Transcripts from CSUN may be unofficial. Transcripts from institutions other than CSUN must be official, in a sealed envelope and must be ordered from the institutions. Arrange for all transcripts to be sent to **you** by the institution so that you can submit them as part your application packet. Some institutions take as long as six weeks to send transcripts, so do not delay. List all colleges/universities, years attended and degrees received on the transcripts form included in this application. **Grade slips and computer printouts will not be accepted**
 Completed

4. **Fee:** Submit a **\$25 non-refundable** fee by Cashier's Check, or Money Order, payable to CSU Northridge.

THE CREDENTIAL OFFICE DOES NOT ACCEPT CASH, PERSONAL CHECKS, OR CREDIT CARDS.

Please include your CSUN Student ID# on the Money Order or Cashier's check. If you do not have one, please write the last four digits of your social security number.

 Completed

5. **Statement of Objectives:** Write a statement indicating why you wish to become a teacher, what you can contribute to the profession, and what you plan to achieve as a teacher. This should be at least one page but no longer than five pages in length and should be typed.
 Completed

6. **Recommendations:** Two professional letters of recommendation (within the past five years) supporting your program acceptance. Letters from friends or family members are not acceptable.
 Completed

7. **Fingerprint Clearance:** Applications will not be accepted without evidence of Fingerprint Clearance from the Commission on Teacher Credentialing (CTC). Provide a copy of a valid CTC Certificate, or Credential that has the issuance date and expiration date listed. Instructions on completing the online process can be found on the Credential Office Website under forms and flyers: http://www.csun.edu/~sch_educ/cred/forms/forms_cert_of_clearance.pdf
 Completed

IMPORTANT NOTE: Livescan forms and CTC payment confirmation printouts will **NOT** be accepted.

8. **Basic Skills Requirement (BSR):**
Please bring both a copy for our records and the original document for verification purposes.
 Completed
 - Single Subject candidates**
 - Applicants must submit verification that they have attempted all sections of the CBEST or met this requirement through another option.

- ▶ For other options please refer to the Basic Skills Flyer:
http://www.csun.edu/~sch_educ/cred/news/basic_skills_req.pdf
 - Students must show attempt of CBEST for admission but must have CBEST passed prior to student teaching or met this requirement through another option.
 - ▶ For other options please refer to the Basic Skills Flyer:
http://www.csun.edu/~sch_educ/cred/news/basic_skills_req.pdf
 - Multiple Subject candidates**
 - Applicants must pass all sections of the CSET: Multiple Subject exam and attempt CSET: Writing Skills or show attempt of all sections of the CBEST examination for your application to be considered for full admission.
- NOTE:** CSET Writing must be passed prior to Student Teaching if using this option and CBEST passed completely prior to student teaching if using that option.
- ITEP candidates**
 - ITEP candidates must attempt all sections of CBEST or attempt all sections of the CSET (exam 101, 102 & 103) and attempt CSET writing (exam 142) for admission but pass all prior to student teaching.

9. Early Field Experience: Applicants must have successfully completed an early field experience consisting of a minimum of forty-five hours that is appropriate for the student population with whom they will be working. Experience must have been completed within the last five years. Complete the Early Field Experience Verification form included in this application and obtain an appropriate signature from a supervisor. If you are pursuing the ITEP/FYI/JYI option toward a basic credential, complete the form by explaining in detail any in-progress courses you are completing which include field experience as well as the details of the school and grade level you are participating in. Courses and experience in progress at the time of application submission must be complete prior to the semester of program admission.

Completed

10. Tuberculosis Clearance: Provide evidence of freedom from tuberculosis within the last two years. Your test must *clearly* indicate a negative result. You may complete this test at any health facility you wish. If you are currently enrolled at CSUN, you may contact the CSUN Student Health Center for a TB test at 818-677-3666. Include a photocopy of your negative test results with this application packet.

Completed

11. Responsibilities of the Credential Candidate: Sign, date and include both pages of the original Responsibilities form as part of your complete application packet. Please keep a copy for your records and periodically remind yourself of your responsibilities.

Completed

12. Proof of Subject Matter Competence:

Depending on your program and option, you must submit evidence of the following:

Completed

- MULTIPLE SUBJECT PROGRAM APPLICANTS:** All applicants for a Multiple Subject program must submit passing scores of the entire CSET/Multiple Subject examination as part of their complete application packet (provide your original for us to review at submission and a copy for us to keep)
- MULTIPLE SUBJECT APPLICANTS PARTICIPATING IN THE ITEP OPTION:** Applicants do not need to provide CSET/Multiple Subject scores with the program application but must pass the entire exam prior to student teaching.
- SINGLE SUBJECT PROGRAM APPLICANTS:** Applicants may demonstrate subject matter competency through coursework or exams: (See below)
 - **Subject Matter by Commission on Teacher Credentialing (CTC) approved coursework program:**
 - ▶ An original document from a California college or university verifying completion of a CTC-approved subject matter program including an authorized signature. Applicants in their final semester of a CSUN subject matter program may submit their subject matter verification form indicating in progress courses.

FYI and JYI must have 80% of subject matter completed prior to Student Teaching, and 100% completed prior to credential filing.

- Subject Matter by examination(s) appropriate to your program:

- ▶ A copy of valid passing scores of CSET in Subject area interested in obtaining Single Subject Credential. (show your original but submit a copy to us)

IMPORTANT NOTE: CSET scores do expire. CSET scores must be used with a credential recommendation within five years of passage.

- 13. Verification of Interview:** All Program applicants will be required to participate in an interview with a College of Education faculty member. You will be directed to schedule this interview after you have submitted your application packet.
- 14. Supplemental Application for One-Year, Full-Time Multiple/Single Subject Program for Qualified Applicants:**
 - To complete the Traditional Single Subject program in one, full-time year, please obtain a supplemental application in the Credential Office. To complete the Traditional Multiple Subject program in one, full-time year, please indicate on your student teaching application your intent by checking the appropriate box.
- 15. Multiple Subject with BCLAD (Bilingual Cross cultural Language Academic Development) emphasis program:** Candidates must pass CSET LOTE Subtest III for Korean and Spanish or CSET LOTE Subtest II for Armenian to apply to the BCLAD emphasis program.

REAPPLICATION PROCEDURE

If you were previously fully accepted to the Credential Program, and have been away for three consecutive semesters, you will need to re-apply both to the University and to the Credential Program. If you were previously enrolled as Intent to Apply (ITA) Student or previously applied but were denied admission, please turn in a complete application

Re-apply for the semester you intend to begin coursework. Please meet with a Credential Advisor and obtain a signature from the advisor on your application. Please submit the following items:

- 1. Fee:** Submit a **\$25 non-refundable** fee by Cashier's Check, or Money Order, payable to CSU Northridge. Please include your CSUN Student ID# on the Money Order or Cashier's check. If you do not have one, please write the last four digits of your social security number.
- 2. Current Program Application Form:** Make sure the application form is complete and signed by a Credential Advisor. Please print legibly.
- 3. Responsibilities of the Credential Candidate:** Sign, date and include both pages of the current responsibilities form as part of your complete application packet. Please keep a copy for your records and periodically remind yourself of your responsibilities.
- 4. Tuberculosis Clearance:** Provide evidence of freedom from tuberculosis within the last two years. Your test must *clearly* indicate a negative result. You may complete this test at any health facility you wish. If you are currently enrolled at CSUN, you may contact the CSUN Student Health Center for a TB test at 818-677-3666. Include a photocopy of your negative test results with the re-application packet.
- 5. Fingerprint Clearance:** Applications will not be accepted without evidence of current Fingerprint Clearance from the Commission on Teacher Credentialing. Provide a copy of a valid CTC Certificate, or Credential. Instructions on completing the online process can be found on the Credential Office Website under forms and flyers :
http://www.csun.edu/~sch_educ/cred/forms/forms_cert_of_clearance.pdf

Please include any exams you have passed since you first applied. If applying for Multiple Subject with BCLAD Emphasis, CSET LOTE Exam should be included.

A Credential Office Evaluator will review any prior records that might be available, evaluate the file, and notify you by email of any updated file items that are needed to complete your current application file. In order to provide a thorough review, this evaluation cannot be conducted at submission but will be completed as soon as possible.

Since requirements change from time to time it is possible that you may have new requirements depending upon how long you have been away.

EARLY FIELD EXPERIENCE VERIFICATION

Print Name _____ Student ID# _____

Prior to submission of your application for admission to a credential program, you must have participated in an early field experience with a group(s) of school aged children appropriate for the student population with whom you will be working. This experience must have taken place **within the last five years** and must consist of at least forty-five clock hours of paid or volunteer experience.

Examples of acceptable experiences include: teacher aid or assistant, substitute teacher, camp counselor, coach, volunteer with Boy Scouts, Girl Scouts, YMCA.**

This form **MUST BE SIGNED** by your supervisor or other appropriate person and the hours must be met prior to the admission semester.

1. Setting: Classroom School Related (_____) Non School Related (_____)

2. Approximate Age of Children: From: _____ years to _____ years old

3. Number of Children: Approximately _____

4. Please explain what you participated in: _____

5. Dates of Field Experience: From ____/____/____ to ____/____/____

6. Total Hours: _____

Please have your supervisor or other appropriate person sign to verify your experience.

Supervisor's Signature _____ Position/Title _____

Institution _____ Date _____

**If you are applying for a program through an option such as ITEP/FYI/JYI and are in the process of completing your field experience this semester, please describe how and when you will complete your Early Field Experience prior to the next semester's start.

Responsibilities of the Credential Program Candidate

APPLICATION MATERIALS

I agree to submit all required applications and forms complete and on time. I realize that it is my responsibility to get the appropriate forms, complete them legibly, obtain appropriate signatures, and submit them to the appropriate offices in a timely manner.

These forms include, but are not limited to;

- student teaching applications
- credential requests
- course substitutions
- program and/or option changes
- address changes
- course repeats

I also realize I am responsible for making copies of all materials submitted as evidence of requirement completion for my own personal record. I acknowledge that all file items provided by me will not be returned.

OFFICIAL COMMUNICATION

I understand that CSUN considers email as the official communication to students. I agree to check the email address used on my application as well as My CSUN email regularly. I understand that any questions the Credential Office may have for me, and program acceptance, will usually be by email. Applications are reviewed and candidates are typically notified within three weeks, depending upon the time of year and volume of applications.

PROGRAM PLANNING

I understand that I hold the major responsibility for knowing my program requirements and planning how to complete them. I realize my admission to a credential program does not guarantee I will be able to enroll in all required courses during a given semester or complete a program within a specified time period. I understand that courses have a seven year "shelf life". By not completing the program in a timely manner I will risk needing to repeat courses. I also realize that I should plan to be flexible in the scheduling of my classes and that some requirements may occur due to state changes, before I actually complete my program.

It is my responsibility to keep abreast of any potential changes and check the Credential website for announcements of changes at www.csun.edu/educ/cred

DEADLINES - I am aware of the following deadlines and will meet them. I understand deadlines may change with little or no notice and I need to check with the Credential Office (or its website) regularly. I realize that failure to meet a deadline may mean forfeiture of my opportunity for that semester:

KEY DEADLINES:

Student Teaching for Fall - **March 20**

Student Teaching for Spring - **October 20**

ACADEMIC STANDARDS - I realize I must maintain an overall GPA of 2.75 after admission and a cumulative GPA of 3.0 in all education courses with no grade lower than a "C." A grade of "C-" or lower is not acceptable.

SUBJECT MATTER COMPETENCY - Verification of Subject Matter Competency for your program must be met prior to admission, (except ITEP, FYI, and JYI). FYI and JYI must have 80% of subject matter completed prior to Student Teaching, and 100% completed prior to credential filing. ITEP must have passed the entire CSET prior to Student Teaching.

Basic Skills Requirement (BSR) - Passage verification is required prior to Student Teaching clearance for all credential programs and pathways.

STUDENT TEACHING - To receive credit for Student Teaching, I must meet minimum passing standards as determined by my program which is the equivalent of a grade of "B". I understand that all tests and clearances required of me must be passed and on file with the Credential Office in order to be cleared for Student Teaching. I am aware that there are enforced deadlines for Student Teaching application submission. I am also aware that there are geographic limitations on where CSU Northridge will provide supervision for student teaching.

COURSE SUBSTITUTIONS - Courses may not be taken at another university for substitution after application. Courses taken prior to application will be evaluated for equivalency at the time of admission. A minimum of 9 units at CSUN prior to student teaching is required for residency.

RE-APPLICATION - Students who are not active for three consecutive semesters must meet with a Credential Advisor before submitting a re-application and may be subject to new requirements, and must also re-apply to the university.

CARDIO PULMONARY RESUSCITATION (CPR) TRAINING- Verification of training in CPR is needed prior to recommendation for credential and must include infant, child and adult. **ONLINE CPR COURSES WILL NOT BE ACCEPTED.**

U.S. CONSTITUTION- This requirement must be met prior to a credential recommendation. **ONLINE EXAMS WILL NOT BE ACCEPTED**

READING INSTRUCTION COMPETENCE ASSESSMENT (RICA) - Verification of passage is required in order to apply for the Multiple Subject credential.

CREDENTIAL REQUEST - You may submit a credential request after the beginning of your last semester of CSUN coursework provided that all other requirements have been successfully completed.

CREDENTIAL RECOMMENDATION - Eligibility for a credential recommendation is based upon **all** components of your program. **Being placed in an assignment or even completing student teaching will not guarantee recommendation for the credential if other requirements are not met.** Students are advised to become familiar with their program requirements by reviewing the University catalog, Credential Progress Report (CPR), and meeting with a Credential Advisor to discuss the CPR. In other words, you will not be recommended for a credential unless you have satisfactorily met all of the program requirements. You are advised to become familiar with your program requirements by reviewing and meeting with a Credential Advisor.

I HAVE READ AND UNDERSTAND THIS FORM. I REALIZE THAT IF ACCEPTED INTO A CREDENTIAL PROGRAM, I HAVE THESE AND OTHER RESPONSIBILITIES. I AGREE TO ACCEPT THESE RESPONSIBILITIES AND ADDRESS EACH ONE IN A PROFESSIONAL AND TIMELY MANNER.

Signature _____ Date _____

By signing above I am confirming that I have read and understand all of the above and that I will be held to all requirements.