

# **CREDENTIAL PROGRAM APPLICATION**

## **Preliminary Level I Education Specialist Credential**

### **INSTRUCTIONS**

#### **FOR FILING APPLICATION FOR ADMISSION TO CREDENTIAL PROGRAMS**

We welcome your application for admission to one of our credential programs. The following directions are offered as a guide to the admission process. If you have any questions, please contact the Credential Office or visit [www.csun.edu/education/cred](http://www.csun.edu/education/cred).

#### **COMPLETE APPLICATION**

Only applications containing **ALL** required materials will be considered 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 application packets become part of the student file and are not returned to the student once submitted.

#### **INFORMATION SESSION**

All applicants are **REQUIRED** to complete an Information Session. For session dates and times, please visit The Credential Office website at [www.csun.edu/Education/cred](http://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 DATE**

**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 you will not submit an application until you are in your final semester of Bachelors Degree coursework.

**Only COMPLETE application packets will be accepted.**

A **COMPLETE** application package 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 completed an Information Session. For session options, please visit the Credential Office website at [www.csun.edu/education/cred](http://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. (List of approved agencies available in the Credential Office) 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. **Statement of Purpose:** Include your response to the following questions: (1) why you want to become a teacher, (2) what you plan to contribute to the profession, and (3) what do you hope to achieve as a teacher. This should be at least one page but no longer than five pages in length and should be typed. (form included in packet)  
 **Completed**
  
5. **Self-Reflection Disposition Form (see attached):** Please complete the "Self-Reflection Disposition Form" and submit with your packet. This form asks you to begin to reflect upon some "key dispositions" that have been identified as important attributes of an accomplished teacher. Teachers develop and refine these dispositions as they develop through their career, therefore, it is not expected that teacher candidates entering the program will be comfortable and confident in all of the areas identified. Use this as an opportunity to think about your own personal strengths and areas of need. Provide examples to explain your ratings.  
 **Completed**
  
6. **Recommendation for Credential Program in Special Education Form (see attached forms):** Please submit **two** completed "Recommendation for Credential Program in Special Education" forms with your packet. Forms should be completed by a supervisor who is familiar with your previous employment or volunteer work (e.g., employer, immediate supervisor, master teacher, etc.) Letters from friends or family members will not be accepted.  
 **Completed**
  
7. **Fingerprint Clearance:** Applications will not be accepted without evidence of 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](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. BSR (Basic Skills Requirement):**

Multiple Subject : CSET: Multiple Subject exams 101, 102, 103 passage for admission and attempt CSET Writing Skill 142 for admission and full passage prior to student teaching OR CBEST: Attempt all sections for admission and full passage prior to student teaching. ITEP candidates must attempt CBEST or attempt all sections of the CSET Multiple Subject exams 101, 102 & 103 and attempt CSET writing (exam 142) for admission but pass all prior to student teaching

Early childhood (ECSE) and Single subject : CBEST: Attempt all sections for admission and full passage prior to student teaching.

**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.

- For other options please refer to the Basic Skills Flyer:  
[http://www.csun.edu/~sch\\_educ/cred/news/basic\\_skills\\_req.pdf](http://www.csun.edu/~sch_educ/cred/news/basic_skills_req.pdf)

**Completed**

**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 you 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. If you are pursuing the ITEP 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.

**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 Competency:** Applicants for the **ECSE program** do not need to provide any type of subject matter verification with program application. Applicants to MM, MS, DHH must submit verification of their completion of subject matter. Due to the Federal No Child Left Behind requirements, it is advisable for hiring purposes to verify subject matter competency in the subject(s) you plan to teach as described below.

- Multiple Subject competency: Applicants who will be teaching multiple subjects (typically an elementary/middle school level) must provide evidence that they fulfilled their subject matter competency requirement by passing the entire CSET: Multiple Subject examination.
- Single Subject competency: Applicants who will be teaching primarily a single subject (typically a secondary school level) must provide evidence that they fulfilled their subject matter competency requirement by passing the appropriate CSET examination(s): Single subject or completion of an approved Subject Matter Program.

Check with an advisor for further information. (You must show your original exam report and submit a photocopy) Applicants in their final semester of subject matter courses may submit their subject matter verification indicating courses in progress.

Acceptable subject area options are scheduled to change for all Single Subject emphasis applicants new to the program in Fall 2010. Acceptable subjects will be limited to: Art, English, Mathematics (including foundational-level Mathematics), Music, Social Science, or Science (including foundational-level general science and specialized science).

**NOTE:** Applicants participating in the **ITEP option** do not need to provide any type of subject matter verification with program application.

**Completed**

- 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. Interns will have met this requirement with the Intern Coordinator.

## 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 an Intent to Apply (ITA) Student, please turn in a complete application.

Re-apply for the semester you intend to begin coursework. Please meet with a Credential Advisor to review requirements and obtain a signature from that advisor on your application.

Upon submitting the following three 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 original 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 (test negative within last two years) of freedom from tuberculosis. Your test score 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 test score 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](http://www.csun.edu/~sch_educ/cred/forms/forms_cert_of_clearance.pdf)

Please include any exams you have passed since you first applied

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.

# APPLICATION FOR CREDENTIAL PROGRAM EDUCATION SPECIALIST

I am requesting admission to this credential program beginning in \_\_\_\_\_ (Semester and Year)

Re-application \_\_\_\_\_ (Semester and Year)

Mr. / Mrs. / Miss / Ms. \_\_\_\_\_  
LAST
FIRST
MIDDLE
MAIDEN or OTHER

Address \_\_\_\_\_  
Number & Street
City
State
Zip Code

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/19\_\_\_\_ CSUN Student Id # or File # \_\_\_\_\_

Social Security Number \_\_\_\_\_ Undergrad Major \_\_\_\_\_

Level (Circle one): SOPH / JR / SR / GRAD Institution, Degree and Award Date \_\_\_\_\_

Do you currently hold a valid California Teaching credential or other type of California document NO YES Type of Credential: \_\_\_\_\_

Exams taken: CSET \_\_\_\_\_ passed \_\_\_\_\_ Basic Skills Requirement (select one) :  CBEST \_\_\_\_\_ passed attempted \_\_\_\_\_  
Date
(Circle)
Date
(Circle one)  
 Other: \_\_\_\_\_  
Type

**Please mark (√) your program option: EDUCATION SPECIALIST (Level I):**

\_\_\_\_\_ Mild Moderate \_\_\_\_\_ Moderate Severe \_\_\_\_\_ Early Childhood Special Education \_\_\_\_\_ Deaf and Hard of Hearing

**Please mark (√) your program pathway:**

\_\_\_\_\_ Traditional (Full and Part Time)

\_\_\_\_\_ \*Intern 2 Year on-the-job Post Baccalaureate Program  
**For additional information contact the Intern Office at 677-4972**

\_\_\_\_\_ ITEP-Freshman (Undergraduate Program)

\_\_\_\_\_ ITEP- Junior (Undergraduate Program)

\* Additional Application required - contact the Credential Office for further information at 677-2586.

## PERSONAL AND PROFESSIONAL FITNESS

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

Have you ever been convicted or pled nolo contendere for any violation of law other than minor traffic offenses? \_\_\_\_\_NO \_\_\_\_\_YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective Nov. 19, 1974, all files maintained on a student are to be available for perusal by the student.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**For Reapplication Only – Advisor’s Signature:** \_\_\_\_\_ **DATE** \_\_\_\_\_



## **Statement of Purpose**

Directions: Please provide a written response to the following questions: (1) why do you want to become a teacher? 2) What do you think you can contribute to the profession? (3) What you hope to achieve as a teacher?

The paper should be at least one page in length, but no more than 2 pages. **PLEASE TYPE YOUR RESPONSES.** Suggested format:

1. Why do I want to become a teacher?

2. What do I think I can contribute to the profession?

3. What do I hope to achieve as a teacher?

**California State University, Northridge (CSUN)  
Department of Special Education**

**Disposition Self Reflection**

Name \_\_\_\_\_

Date \_\_\_\_\_

In addition to knowledge and skills, accomplished special educators reflect upon professional qualities that enhance their effectiveness as teachers. The following dispositions have been identified by the CSUN Department of Special Education as important qualities of effective special education teachers. We would like you to begin this reflective process by thinking about these dispositions prior to entering the program. You will also be asked to reflect upon these dispositions at other transition points during the program. This information will not impact the evaluation of your credential application.

**Directions:** Please rate yourself on the “key dispositions” below using the following 5-point scale:  
 “1” = an area that is a personal struggle or challenge for you  
 “5” = an area in which you are comfortable and confident

**Personal Characteristics:** Strives to achieve and maintain a high degree of competence and integrity in all professional practices

	1	2	3	4	5
• I have a positive outlook					
• I am hard working and responsible					
• I take initiative					
• I am flexible					

Use examples to explain your ratings:

**Interpersonal Characteristics:** Strives to develop rapport and collaborate with others in the work environment.

	1	2	3	4	5
• I work well with others					
• I communicate my ideas effectively to others					
• I listen effectively to others					
• I am able to influence/motivate others					

Use examples to explain your ratings:

**Key:** "1" = an area that is a personal struggle or challenge for you

"5" = an area in which you are comfortable and confident

**Commitment to Professional Growth:** Values creativity and thinks critically about work-related practices.

	1	2	3	4	5
• I seek solutions to problems					
• I reflect on personal strengths and weaknesses					
• I am responsive to instruction and/or supervision					
• I engage in professional development activities					

Use examples to explain your ratings:

**Commitment to Diversity:** Believes all individuals can learn, despite severity of disability, and is committed to serving students with diverse needs, cultural and linguistic backgrounds, and developmental levels.

	1	2	3	4	5
• I have high expectations for all individuals					
• I am respectful of others from diverse backgrounds					
• I recognize and respond to stereotypes in my own thinking					
• I am responsive to students' diverse needs					

Use examples to explain your ratings:

**Commitment to Ethical Practices:** Committed to ethical professional activities which benefit individuals with exceptionalities and their families

	1	2	3	4	5
• I am motivated to learn educational practices					
• I maintain confidentiality					
• I consider the perspectives of others when making decisions					
• I use sound judgment					

Use examples to explain your ratings:

**California State University, Northridge**  
**Department of Special Education**

**Recommendation for Credential Program in Special Education**

Name of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Individual Completing Recommendation: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
 Signature of Individual Completing Recommendation: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

In addition to knowledge and skills, accomplished special educators reflect upon professional qualities that enhance their effectiveness as teachers. The following dispositions have been identified by the CSUN Department of Special Education as important qualities of effective special education teachers.

**Directions:** This individual is applying to the credential program at California State University, Northridge in Special Education. Please rate the applicant on the “key dispositions” below using the following 5-point scale and explain your rating in the comments section:

- “1” = an area that is a personal struggle or challenge for the applicant
- “5” = an area in which the applicant is comfortable and confident
- “UJ” = unable to judge

<b>Personal Characteristics:</b> Strives to achieve and maintain a high degree of competence and integrity in all professional practices						
	UJ	1	2	3	4	5
▪ Positive outlook						
▪ Hard working and responsible						
▪ Takes initiative						
▪ Flexible						
Comments:						
<b>Interpersonal Characteristics:</b> Strives to develop rapport and collaborate with others in the work environment.						
	UJ	1	2	3	4	5
▪ Works well with others						
▪ Communicates ideas effectively to others						
▪ Listens effectively to others						
▪ Able to influence/motivate others						
Comments:						

**Key:** "1" = an area that is a personal struggle or challenge for the applicant  
 "5" = an area in which the applicants is comfortable and confident  
 "UJ"= unable to judge

**Commitment to Professional Growth:** Values creativity and thinks critically about work-related practices.

	UJ	1	2	3	4	5
▪ Seeks solutions to problems						
▪ Reflects on strengths and weaknesses						
▪ Responsive to instruction and/or supervision						
▪ Engages in professional development activities						

Comments:

**Commitment to Diversity:** Believes all individuals can learn, despite severity of disability, and is committed to serving students with diverse needs, cultural and linguistic backgrounds, and developmental levels.

	UJ	1	2	3	4	5
▪ Has high expectations for all individuals						
▪ Respectful of others from diverse backgrounds						
▪ Recognizes and responds to stereotypes appropriately						
▪ Responsive to students' diverse needs						

Comments:

**Commitment to Ethical Practices:** Committed to ethical professional activities which benefit individuals with exceptionalities and their families

	UJ	1	2	3	4	5
▪ Motivated to learn educational practices						
▪ Maintains confidentiality						
▪ Considers the perspectives of others when making decisions						
▪ Uses sound judgment						

Comments:

## California State University, Northridge Department of Special Education

### Recommendation for Credential Program in Special Education

**Name of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name of Individual Completing Recommendation:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**How long have you known the applicant?** \_\_\_\_\_ **In what capacity?** \_\_\_\_\_  
**Signature of Individual Completing Recommendation:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

In addition to knowledge and skills, accomplished special educators reflect upon professional qualities that enhance their effectiveness as teachers. The following dispositions have been identified by the CSUN Department of Special Education as important qualities of effective special education teachers.

**Directions:** This individual is applying to the credential program at California State University, Northridge in Special Education. Please rate the applicant on the “key dispositions” below using the following 5-point scale and explain your rating in the comments section:

- “1” = an area that is a personal struggle or challenge for the applicant
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<b>Personal Characteristics:</b> Strives to achieve and maintain a high degree of competence and integrity in all professional practices						
	UJ	1	2	3	4	5
▪ Positive outlook						
▪ Hard working and responsible						
▪ Takes initiative						
▪ Flexible						
Comments:						
<b>Interpersonal Characteristics:</b> Strives to develop rapport and collaborate with others in the work environment.						
	UJ	1	2	3	4	5
▪ Works well with others						
▪ Communicates ideas effectively to others						
▪ Listens effectively to others						
▪ Able to influence/motivate others						
Comments:						

**Key:** "1" = an area that is a personal struggle or challenge for the applicant  
 "5" = an area in which the applicants is comfortable and confident  
 "UJ" = unable to judge

**Commitment to Professional Growth:** Values creativity and thinks critically about work-related practices.

	UJ	1	2	3	4	5
▪ Seeks solutions to problems						
▪ Reflects on strengths and weaknesses						
▪ Responsive to instruction and/or supervision						
▪ Engages in professional development activities						

Comments:

**Commitment to Diversity:** Believes all individuals can learn, despite severity of disability, and is committed to serving students with diverse needs, cultural and linguistic backgrounds, and developmental levels.

	UJ	1	2	3	4	5
▪ Has high expectations for all individuals						
▪ Respectful of others from diverse backgrounds						
▪ Recognizes and responds to stereotypes appropriately						
▪ Responsive to students' diverse needs						

Comments:

**Commitment to Ethical Practices:** Committed to ethical professional activities which benefit individuals with exceptionalities and their families

	UJ	1	2	3	4	5
▪ Motivated to learn educational practices						
▪ Maintains confidentiality						
▪ Considers the perspectives of others when making decisions						
▪ Uses sound judgment						

Comments:

## 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 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 courses taken at a prior University will not necessarily apply to this program. Prior courses will be evaluated after admission. If I have taken more than the pre-requisite courses for another program I must include a "Letter of Good Standing" with my application.

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](http://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.) 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 (**ITEP only**) 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.**