Guide to the Cal State Apply Application for Credential Applicants

You will want to select APPLY HERE to begin the application process through Cal State Apply.
You may select either to SIGN IN if you have an account already OR CREATE AN ACCOUNT if you are brand new to Cal State Apply.
If you chose to CREATE AN ACCOUNT, you will need to fill out all the required information below.

Create an Account

The information below will be provided to the admissions office at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

All information is required unless noted as optional.

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<th>Your Name</th>
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<tr>
<td>Title</td>
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<th>Contact Information</th>
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<td>Email Address</td>
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<tr>
<td>Confirm Email Address</td>
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<tr>
<td>Preferred Phone Number</td>
<td>(000) 555-5555</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
<td>(000) 555-5555</td>
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</tbody>
</table>
Once you enter all the necessary information and agree to the terms, you will select CREATE MY ACCOUNT.
If/when you have an account, you will simply SIGN IN.

Welcome to The California State University

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

If you are looking to apply to Fall 2018 term please click here to open the application.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Sign in with your username and password below. First time here? Select Create an Account to get started.

[Form elements for Username and Password]
You may be prompted to COMPLETE YOUR PROFILE. Make sure you select GRADUATE INCLUDING CREDENTIAL AND CERTIFICATE PROGRAMS and SAVE.
When you select this, you will need to select TEACHING CREDENTIAL INCLUDING CAL STATE TEACH.
Welcome to The California State University

Hi Miles Smiles

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with Internet access. Your application can be completed online and submitted electronically once you have entered the required information.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Start Your Application!
You will need to select the CAMPUS. You will select CSU NORTHRIDGE.

Make sure you are SHOWING AVAILABLE PROGRAMS and the correct campus is selected.
Select the + sign next to CREDENTIAL ONLY. After it runs green, you will select the blue button that states “I am Done, Review My Selections”

You will then see the application fee and deadline posted. You will need to select CONTINUE TO MY APPLICATION.
You will see the 4 quadrants on the screen now. You will need to fill out PERSONAL INFORMATION, ACADEMIC HISTORY & SUPPORTING DOCUMENTS completely until each section turns green.

PROGRAM MATERIAL for CSU NORTHRIDGE will provide you with some program information specific to CSU NORTHRIDGE.

CSUN does require a separate program application to be submitted for Credential applicants. The program application is available on the Credentials Website http://www.csun.edu/eisner-education/credential-office
Fill out EACH of the 7 sections under PERSONAL INFORMATION.
When you get to the CREDENTIAL section, you will need to answer the question to prompt the additional questions to appear.
You do **NOT** need to complete the INTERN APPLICATION FORM. You will need to answer the questions and select the CHECKBOX but you are **not** required to fill out the INTERN APPLICATION FORM.

### Internship Interest

Please be advised that not all campuses offer Internship options. Please check with the campus to which you are interested in applying for their available Internships.

- Are you interested in an Internship?
  - Yes  
  - No

- Do you intend to complete the program as an intern?
  - Yes  
  - No

- Have you already secured an internship?
  - Yes  
  - No

Completion of the Intern Application Form needs to be submitted. Copy and paste this url into a new tab on your browser to download the form: [www.calstate.edu/credentialforms/internapplication.pdf](http://www.calstate.edu/credentialforms/internapplication.pdf)

### Credential Academic Preparation

- Select the first credential you currently hold: **Not Applicable**
- Select the current status of your first credential: **Not Applicable**
You do NOT need to upload the SUBJECT MATTER COMPETENCY/CSET SCORES. You will need to answer the questions and select the CHECKBOX but you are not required to upload SUBJECT MATTER COMPETENCY/CSET SCORES to the Cal State Apply application.

Subject Matter Competency

Subject Matter Competency (SMC) for the subject you wish to teach is one of the primary admission requirements. Your SMC verification must align with the credential you are pursuing. The Credential Program does not provide further preparation in a subject area. Knowledge of subject matter should be mastered before beginning a credential program. Passing the CSET Single Subject Subtests or by completing an approved undergraduate waiver program is required for admission into the credential program. Photocopies ("hard copies") of all exam scores must be included with the Program Application. For information and registration go to www.cteexams.nesinc.com. Each CSET Subtest score is valid for five years. You must earn your credential before these tests expire.

* Subject Matter Competency Acknowledgement

By checking this box, I understand that I am required to upload a copy of the CSET Single Subject test scores or proof of registration with the earliest test date for review purposes. This upload can be performed in the Supporting Information/Documents section of the application.

California Subject Examinations for Teacher (CSET) Test 1

* Have you attempted the exam?
  - Yes
  - No

You do NOT need to upload the CBEST SCORES. You will need to answer the questions and select the CHECKBOX but you are not required to upload CBEST SCORES to the Cal State Apply application.

Basic Skills Requirement

Completion of the Basic Skills requirement is required prior to program admission. A list of options for satisfying the Basic Skills Requirement may be found in the help section. If you are attempting to use an exam other than CBEST or CSET Writing Skills to satisfy this requirement, please double check to make sure that your scores meet the requirement. Please submit your unofficial exam scores with this application for preliminary verification. If you did not request that Pearson Education share your CBEST or CSET Writing Skills exam results with the CSU you are applying, please submit an official sealed copy of your exam results directly to the CSU. Results for all options are valid for life, except CSET Writing Skills results, which are only valid for five years and must be valid through the end of the credential program.

* Please select the option you completed.

* Basic Skills Requirement Acknowledgement

By checking this box, I understand that I am required to upload a photocopy of test results OR proof of registration with the earliest test date for review purposes. This upload can be performed in the Supporting Information/Documents section of the application.
You do **NOT** need to upload the TB CLEARANCE. You will need to answer the questions and select the checkbox but you are not required to upload TB CLEARANCE to the Cal State Apply application.

**Tuberculosis Clearance**

Attach verification of tuberculosis clearance (test must have been within the last 4 years)

* Tuberculosis Clearance Acknowledgement

[ ] By checking this box, I understand that I am required to upload a photocopy of test results OR proof of registration with the earliest test date for review purposes. This upload can be performed in the Supporting Information/Documents section of the application.

You do **NOT** need to upload the CERTIFICATE OF CLEARANCE. You will need to answer the questions and select the checkbox but you are not required to upload CERTIFICATE OF CLEARANCE to the Cal State Apply application.

**Certificate of Clearance**

In accordance with California state law and Education code, all teaching credential applicants must undergo a background check. All applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) or submit proof of prior completion of the clearance.

* Certificate of Clearance Acknowledgement

[ ] By checking this box, I understand that I must apply or upload a Certificate of Clearance, if already completed. This upload can be performed in the Supporting Information/Documents section of the application.

* Have you completed the Live Scan?

  [ ] Yes  [ ] No

* Did you apply for a Certificate of Clearance on the California Commission on Teacher Credentialing website?

  [ ] Yes  [ ] No

* Have you received your Certificate of Clearance from the Commission on Teacher Credentialing?

  [ ] Yes  [ ] No

* Do you hold another valid document from the Commission on Teacher Credentialing that verifies your fingerprint clearance, such as a valid teaching credential or a permit?

  [ ] Yes  [ ] No

You do **NOT** need to upload the EARLY FIELD EXPERIENCE FORM You will need to select the checkbox but you are not required to upload EARLY FIELD EXPERIENCE FORM to the Cal State Apply application.

* Early (Pre-Program) Field Experience Acknowledgement

[ ] By checking this box, I understand that I am required to upload a completed Early (Pre-Program) Field Experience form. This upload can be performed in the Supporting Information/Documents section of the application.
Personal Narrative: You are not required to complete this personal narrative at this time on the CalStateApply application. So please enter NOT APPLICABLE in the text box.

All of the required fields must be filled out. Once they are, you will select SAVE AND CONTINUE.

Click on MY APPLICATION at the top of the page and then select SUPPORTING INFORMATION next.
Next, you will fill out the SUPPORTING INFORMATION section.

You do NOT need to add any EXPERIENCES so select I AM NOT ADDING ANY EXPERIENCES.
Select DOCUMENTS next.

Scroll to the bottom on the page and select I AM NOT ADDING ANY DOCUMENTS.
You will not need to add any documents regarding CREDENTIALS in the CAL STATE APPLY Application.

Select MY APPLICATION at the top to return to the four quadrants.
Next, you will fill out the ACADEMIC HISTORY section. Each section has to be addressed. So please open each section and answer to the best of your ability.
If you go back to MY APPLICATION at the top and click on it, you will see that your application is ready to SUBMIT once you see each section is green and says COMPLETED.

You will also see the SUBMIT APPLICATION button at the very top.

Select this SUBMIT APPLICATION button.
You will see the fee you are responsible to pay as well as the deadline date on this screen. Select SUBMIT.

You will see this screen and you will need to select CONTINUE.
You will see this screen. Enter your payment information either credit card or PayPal.

Once your application is successfully submitted, you will receive an e-mail confirmation. You can also click on the CHECK STATUS button at the top to see the application status.