

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 feel free to 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.

Important Note! Make copies **prior** to submission of any documents that you need to retain for your own records. **All** submitted items become part of the student file and are not returned to the student.

INFORMATION SESSION

All applicants are **required** to complete an Information Session. The online information session can be found at www.csun.edu/education/cred. Verification of completing an online Information Session must be dated within the past six months.

INTERVIEW

All 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 CONSIDERATION

MARCH 1, 2012 is the priority deadline for Fall 2012 applicants. 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 submitting this application. 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 Bachelor's 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. If you are mailing your application packet, please be sure that it is complete **and** include a self-addressed, stamped envelope so that we can return your original exam scores to you. We will keep the photocopy that you have provided, but **must** verify that we have seen the original.

1. **Current Program Application Form:** Please complete the fillable application form online. Print the completed form and include it with the other materials. 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.

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 prior to credential recommendation. Transcripts from institutions other than CSUN must be official, in a sealed envelope, and must be ordered from the institutions. Transcripts from CSUN may be unofficial. 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.

Important Note! Students with an international transcript must submit a comprehensive international evaluation by an approved agency. A list of approved agencies is available at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Important Note! A **Letter of Good Standing** from the **Dean or Program Director of your previous program** is **required if** you were enrolled in a credential program at any other institution(s) or school district(s) but **did not** complete their program.

Completed

4. ***Basic Skills Requirement (BSR):** For verification purposes, please bring **both** the original score report document **and** a photocopy for us to keep.
 - Multiple Subject candidates-** Applicants must submit verification that they have passed all sections of the California Subject Exam for Teachers (CSET): Multiple Subject **and** CSET: Writing Skills **or** passed all sections of the California Basic Educational Skills Test (CBEST) to be considered for full admission.
 - Multiple Subject candidates participating in the ITEP option-** For admission, ITEP applicants must either **a)** attempt all sections of the CSET Multiple Subject (Exam 101, 102 & 103) **and** attempt CSET writing (Exam 142) or **b)** attempt all sections of the CBEST, but **must pass either a) or b) prior to student teaching**.
 - Single Subject candidates-** Applicants must submit verification that they have passed all sections of the CBEST or met this requirement through another option. Please provide your entire score report, not just the passing card.

*Both Multiple and Single Subject candidates may meet the Basic Skills Requirement using other options. See our Basic Skills Flyer at http://www.csun.edu/~sch_educ/cred/news/basic_skills_req.pdf

Completed

5. **Proof of Subject Matter Competence:** Depending on your program and option, you must submit evidence of the following:
- Multiple Subject candidates-** Applicants must submit verification that they have passed the entire CSET/Multiple Subject examination (for verification purposes, please bring **both** the original score report document **and** a photocopy for us to keep).
 - Multiple Subject candidates participating in the ITEP option-** This is **not** an admission requirement. 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 candidates-** Applicants must demonstrate subject matter competency through coursework **or** exams (both options are detailed 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/JYI** students will submit their 80% completion document from their subject advisor as follows: Kent Baxter (English advisor) and Kellie Evans (Math advisor)
 - **Subject Matter by examination(s) appropriate to your program**
 - Submit verification that you have passed the CSET in the Subject Area which you plan to obtain a Single Subject Credential (for verification purposes, please bring **both** the original score report document **and** a photocopy for us to keep).

Important Note! CSET scores do expire. For the purpose of credential recommendation, passage of the CSET must have been within five years.

Completed

6. **Fingerprint Clearance:** Applications will **not** be accepted without evidence of current Fingerprint Clearance from the Commission on Teacher Credentialing (CTC). Provide a copy of a valid CTC Certificate of Clearance 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. If you have **not** held a valid CTC document for 18 or more months, you may need to be re-fingerprinted. Please contact a Credential Office Advisor if you believe that this 18 month timeframe applies to you.

Important Note! Livescan forms, CTC payment confirmation printouts, or phone calls from the CTC will **not** be accepted. Please do not call the CTC to try to expedite your process.

Completed

7. **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

8. **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
9. **Early Field Experience:** Applicants must have successfully completed an early field experience consisting of a minimum of forty-five (45) 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. **ITEP/FYI/JYI** (only) do not need a signature if the experience was previously completed and you are no longer at the school site.
 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 at (818) 677-3666 for a tuberculosis (TB) test. Please include a copy of your negative test results with your application packet.
 Completed
11. **Responsibilities of the Credential Program Candidate:** Initial, 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.
 Completed
12. **Fee:** Please 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 Cashier's Check or Money Order. If you do not have a CSUN Student ID#, please include the last four digits of your Social Security Number.

***Important Note!* The Credential Office does not accept CASH, PERSONAL CHECKS OR CREDIT CARDS.**

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.

Completed

14. **One-Year, Full-Time Multiple/Single Subject Program for Qualified Applicants:**

To complete the Traditional Multiple or Single Subject program in one, full-time year you must submit a Student Teaching Application with your Credential Program Application. Please indicate on your Student Teaching Application your intent to complete in one year by checking the appropriate box. The Student Teaching application is available online at

<http://www.csun.edu/education/cred/applications/student-teaching-applications.html> .

Completed

Re-application 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 to **both** the University through Admissions and Records **and** to the Credential Program. If you were previously enrolled as an Intent to Apply (ITA) student or previously applied but were denied admission, please turn in a complete application. **Students that have been away for five or more years must submit new Letters of Recommendation and new Field Experience. If your CSET scores are more than five years old, and you have not used them on a previous credential document (i.e. Intern Credential), you must re-take the exams.**

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

1. **Current Program Application Form:** Please complete the fillable application form online. Print the completed form, sign it and include it with the other materials. When re-applying, the Program Application Form **must also be signed by a Credential Advisor**.
2. **Fingerprint Clearance:** Applications will **not** be accepted without evidence of current Fingerprint Clearance from the Commission on Teacher Credentialing (CTC). Provide a copy of a valid CTC Certificate of Clearance 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
3. **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 at (818) 677-3666 for a tuberculosis (TB) test. Please include a copy of your negative test results with your re-application packet.
4. **Responsibilities of the Credential Candidate:** Initial, sign, date and include **both** pages of the current Responsibilities Form as part of your complete, re-application packet. Please keep a copy for your records, and periodically remind yourself of your responsibilities.
5. **Fee:** Please 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 Cashier's Check or Money Order. If you do not have a CSUN Student ID#, please include the last four digits of your Social Security Number.

***Important Note!* The Credential Office does not accept CASH, PERSONAL CHECKS OR CREDIT CARDS.**

Please include any exams you have passed since you first applied. CSET exams more than 5 years since passing are considered expired unless they have been previously used on a valid issued credential. 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.

Please note that program requirements do change over time. Be mindful that you **will** be held to any and all new requirements depending upon the length of time that you have been away.

APPLICATION FOR CREDENTIAL PROGRAM MULTIPLE & SINGLE SUBJECT

I am requesting admission/re-admission to this credential program beginning Fall Spring _____ (Year)

Mr. / 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 ____/____/____ CSUN Student Id # _____

Social Security Number _____ Undergrad Major _____

Current Level: 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: _____

Please check your program option:

<input type="checkbox"/> MULTIPLE SUBJECT Subject Matter Requirement (Select one): <input type="checkbox"/> CSET MS: _____ (Passing Date/Scores) <input type="checkbox"/> ITEP (Subject Matter not required for admission) *Basic Skills Requirement (Select one): <input type="checkbox"/> CBEST _____ (Passing Date) <input type="checkbox"/> CSET I-III AND CSET Writing _____ (Passing Date) <input type="checkbox"/> Other _____ (Please specify) <small>*ITEP students must attempt one Basic Skills option for admission.</small>	<input type="checkbox"/> SINGLE SUBJECT in _____ (Subject Area) Subject Matter Requirement (Select one): <input type="checkbox"/> CSET SS: _____ (Passing Date/Scores) <input type="checkbox"/> Subject Matter Program <input type="checkbox"/> FYI/JYI Basic Skills Requirement (Select one): <input type="checkbox"/> CBEST _____ (Passing Date) <input type="checkbox"/> Other _____ (Please specify)
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Please check (✓) your program pathway:

- _____ **Traditional** (Full and Part Time)
 - _____ ***Accelerated Collaborative Teacher Preparation Program (ACT)** One Year Full Time Post Baccalaureate- Fall admission only
 - _____ ***Intern** 2 year on the job Post Baccalaureate Program
 - _____ **ITEP-Freshman** Multiple Subject Undergraduate Program
 - _____ **ITEP-Junior** Multiple Subject Undergraduate Program
 - _____ **Four-Year Integrated (FYI) English or Math only** Single Subject Undergraduate Program
 - _____ **Junior Year Entry Integrated (JYI) English or Math only** Single Subject Undergraduate Program
- * Additional application required— Please contact the Credential Office for further information.

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 have previously 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 re-application only – Advisor's Signature: _____ **DATE** _____

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 (45) 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 your experiences above and describe how you will complete your early field experience prior to the next semester's start. If you completed your experience at a prior time, you do not need to obtain a signature.

Responsibilities of the Credential Program Candidate (Please initial each item)

___ 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
- Address Changes
- Credential Requests
- Program and/or option changes
- Course Substitutions
- Course Repeats

I also realize that I am responsible for making photocopies of all materials submitted as evidence of requirement completion for my own personal records. I acknowledge that no file items submitted by me will be returned to me.

___ 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:

Student Teaching deadline for Fall - **March 20th** Student Teaching deadline for Spring - **October 20th**

___ 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. 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. Each individual CSET subtest has a five year term. If the complete passage is not used with a credential recommendation it will expire and will need to be re-taken.

___ BASIC SKILLS REQUIREMENT (BSR)

ITEP and FYI/JYI students admitted without passing scores for the Basic Skills Requirement **must** meet this requirement prior to student teaching.

___ WRITING PROFICIENCY

All candidates must meet the Writing Proficiency requirement by one of the following options prior to student teaching: ENGL 305 or 406 with a “C” or better, CBEST writing score of 41 or higher, passage of CSET writing (exam #142), or UDWPE score of 10 or higher.

___ 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

After applying to our program, courses may **not** be taken at another university for substitution of CSUN requirements. Courses taken prior to applying 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 inactive for three consecutive semesters must meet with a Credential Advisor before submitting a re-application packet. They **must** re-apply to the university **and** will be subject to any and all new requirements.

___ CARDIO PULMONARY RESUSCITATION (CPR) TRAINING

Verification of training in CPR is required prior to credential recommendation and must include **infant, child and adult**.

Important Note! Online CPR training courses will **not** be accepted.

___ U.S. CONSTITUTION

The U.S. Constitution requirement must be met prior to credential recommendation.

Important Note! Online U.S. Constitution exams will **not** be accepted.

___ READING INSTRUCTION COMPETENCE ASSESSMENT (RICA)

Verification of passage of the RICA is required in order to apply for the Multiple Subject credential.

___ CREDENTIAL REQUEST

You may submit a Credential Request Form (and supporting documents, if necessary) 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, their Credential Progress Report, and meeting with a Credential Advisor to discuss their Credential Progress Report. The Credential Office asserts that you will **not** be recommended for a credential unless you have satisfactorily met **all** of the program requirements. Again, you are advised to become familiar with your program requirements by reviewing information 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 _____