

California State University  
**Northridge**

**Information Session for  
ITEP**  
(Integrated Teacher Education Preparation)  
**Credential Programs**

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**COLLEGE OF EDUCATION**

Welcome, this is the Cal State Northridge, College of Education information session for those interested in entering the ITEP (Integrated Teacher Education Preparation) credential program.

## Highlights of the COE

- ❖ CSUN's teacher education program was selected as one of the original four in the nation to receive a \$5 million grant from the Carnegie Corporation of New York to develop model teacher preparation programs
- ❖ COE received a gift of \$7 million from the Eisner Foundation to create the Center for Teaching and Learning
- ❖ NCATE (National Council for Accreditation of Teacher Education) accreditation
  - ✓ Of the 89 University credential programs in the State of California, only 23 (25%) have met NCATE accreditation
  - ✓ NCATE accreditation may make it easier to receive certification in another state

Our College of Education has been nationally recognized as being a leader in the field of education. As a result, many business and community leaders have made generous contributions to fund the various programs and research projects headed by our faculty.

Among our noted benefactors are the Carnegie Corporation in New York and the Eisner foundation headed by Michael D. Eisner former C.E.O. of the Disney corporation. In fact, due to his generous gift our college has been renamed the Michael D. Eisner College of Education.

We have also received accreditation from the National Council for Accreditation of Teacher Education. Not every teacher preparation program has this distinction. Meeting this standard assures that our programs are preparing highly qualified teachers to serve the needs of diverse populations everywhere.

## Integrated Teacher Education Program (ITEP)

**ITEP** is a comprehensive, blended program leading to a Bachelor of Arts in Liberal Studies degree AND one of the following credentials:

❖ **Preliminary Multiple Subject Credential**

The Multiple Subject option is 132 units

**OR**

❖ **Preliminary Education Specialist Credential**

There are three credential options within the

Education Specialist program:

- ✓ Mild/Moderate (136 units)
- ✓ Moderate/Severe (136 units)

This program meets current Commission on Teacher Credentialing (CTC) standards and include English Learner (EL) authorization (formerly referred to as Cross-cultural, Language and Academic Development (CLAD) authorization).

The credential earned is a Preliminary Multiple Subject Credential or a Preliminary Education Specialist Credential both are valid for 5 years. For the second level of credentials: Clear Multiple Subject Credential you must complete an Induction Program through the public school district that employs you. For the Clear Level Education Specialist Credential you must complete a Clear Credential Program offered through the university.

**Note: In all programs, candidates must maintain a cumulative 2.75 G.P.A once admitted to the program.**

## Application Requirements and Procedures

- ❖ **Must have completed 60 credit units (Junior Standing)**
- ❖ **Information Session Verification Form**
- ❖ **Basic Skills Requirement (BSR)**

**One of the following options is required prior to applying for formal admission:**

1. Attempt all parts of the CSET: Multiple Subject exam ***and*** also the CSET: Writing Skills Test
2. Attempt all 3 subtests of the California Basic Educational Skills Test (CBEST)
3. CSU Placement Tests (EAP/ELM/EPT)
4. Approved Basic Skills Exam from Another State

*For exam information and questions regarding test registration procedures, admission tickets, or score reports, contact: <http://www.ctcexams.nesinc.com>*

To apply to the ITEP program you must submit a complete application packet. All admission requirements are outlined on the instruction pages of the application packet as well as in this presentation. Note that you must have completed a minimum of 60 units prior to applying to the program.

The first requirement is verification that you have completed this Online Information Session. At the end of this presentation there will be a brief quiz. Once you have passed the quiz you can print out the Information Session Verification Sheet. Be sure to include this sheet with your complete application packet.

Next is the Basic Skills Requirement. There are several options for fulfilling this requirement. The first is to attempt the CSET Writing Skills Test in conjunction with all 3 parts of the CSET: Multiple Subject exam. The next option is to attempt all parts of the California Basic Educational Skills Test (CBEST). This exam tests you in basic reading comprehension, writing skills and basic math.

The third option is to submit verification of appropriate passing scores if you have taken the Early Assessment Placement exam or the Entry Level Math exam and the English Placement Test. These are freshman entrance exams for the California State University. Consult with a credential advisor as to the appropriate passing scores for each of these exams.

The final option is for those who may have relocated to California from another state. If you have passed a Basic Skills Exam from another state and it is approved by the California Commission on Teacher Credentialing, then that will fulfill the Basic Skills requirement for admission into the credential program.

## Application Requirements and Procedures *(continued)*

- ❖ Apply for a **Certificate of Clearance** in 3 simple steps
  - ✓ Step One: Obtain a “live scan” service. This can be done at the CSUN Public Safety Office or other local agency
  - ✓ Step Two: Go to [www.ctc.ca.gov](http://www.ctc.ca.gov) to fill out the on-line direct application and pay processing fee
  - ✓ Step Three: Wait 2-3 weeks and return to [www.ctc.ca.gov](http://www.ctc.ca.gov) to verify if the certificate of clearance has been granted

*Detailed instructions are provided in the credential program application packet*

You must obtain a certificate of clearance prior to applying to the credential program. This can be done in three simple steps. Detailed instructions are included in the credential program application packet.

It is important that you complete this process as soon as possible since these requests may sometimes be delayed for various reasons and you will not be able to submit a credential application packet without a valid certificate of clearance.

## Application Requirements and Procedures *(continued)*

### ❖ Recommendations

- ✓ for Multiple Subject candidates,
  - two letters of recommendation are required
  
- ✓ for Education Specialist candidates
  - Submit two completed recommendation forms.
  - Each form should be completed by a supervisor who is familiar with your previous employment or volunteer work

### ❖ Self-Reflection Disposition Form (for Education Specialist only)

### ❖ 45 hours of Early Field Experience

### ❖ Statement of Objectives

- ✓ for Multiple Subject candidates should be 1-2 pages in length
- ✓ for Education Specialist candidates statement should address the 3
- ✓ questions provided in application

You must submit two professional recommendations. Recommendations from friends or family members are not acceptable. They should be dated within the last five years and should support your admission into the credential program. They should *not* be sent directly to the Credential Office, instead include them with the credential program application packet.

The self-reflection form for Education Specialist candidates asks you to begin to reflect upon some “key dispositions” that have been identified as important attributes of an accomplished teacher

You also need to completed a minimum of 45 hours of Early Field Experience. For Multiple Subject candidates this requirement may be completed by two or more of the following courses: EPC 315, ELPS 203, ELPS 303, SPED 420. These courses may be in-progress when the application is submitted, but they must be successfully completed for admission. For Education Specialist candidates 45 hours of Early Field Experience must be completed to submit the application.

A statement of objectives is required, this should be at least one to two typed pages in length. For Multiple Subject candidates it should address why you wish to become a teacher and what you believe you can contribute to the profession. The statement of objectives for Education Specialist must address 3 specific questions listed in the application packet. Your writing proficiency will be evaluated in part by the statement of objectives.

## Application Requirements and Procedures *(continued)*

### ❖ **All transcripts**

One set for the University must be official and sealed

One set for the Credential Office

- ✓ CSUN transcript may be unofficial, all others must be official
- ✓ List all colleges/universities and years attended on the transcripts form
- ✓ For foreign transcript evaluation information go to <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

### ❖ **Meet minimum GPA standard**

at least a 2.67 cumulative GPA is required

### ❖ **Tuberculosis Clearance**

Negative results within the last 2 years

You must submit a complete set of transcripts one from each institution you have attended along with your credential program application. The transcripts must be sealed and official. If you have attended CSUN you will also need to submit CSUN transcripts however these may be unofficial. Do not have the transcripts sent directly to the Credential Office, instead have the official sealed transcripts sent to you and include them in the credential program application packet.

You will also need to submit a separate set of transcripts to Admissions and Records as part of your application to the university. If you have attended CSUN you do not need to submit CSUN transcripts to Admissions and Records. Also if you graduated from CSUN and have not taken any coursework since graduation, you do not need to resubmit any transcripts to Admissions and Records. If you completed your degree in another country, you will need to obtain a foreign transcript evaluation and submit a copy along with your credential program application.

To meet the minimum GPA requirement you must have an overall GPA of 2.67.

You also need to submit evidence that you are free of Tuberculosis along with your complete credential program application. See your medical professional for this documentation.

## Application Requirements and Procedures *(continued)*

### ❖ **Application Fees**

- ✓ payable to CSUN with the last 4 digits of your SS# or CSUN file number
- ✓ \$25 with credential program application (a cashier's check or money order, and nonrefundable)
- ✓ \$55 with online University application, [www.csumentor.edu](http://www.csumentor.edu)

### ❖ **Group interview with a faculty member**

- ✓ Schedule an interview after the credential application packet has been submitted

### ❖ **Application deadlines**

- ✓ March 1<sup>st</sup> for Fall admission and October 1<sup>st</sup> for Spring admission

A nonrefundable processing fee of \$25 is required when applying to the credential program. Please note that the Credential Office will not accept a personal check, cash or credit card. Only a cashier's check or money order are accepted.

There is also a \$55 application fee due with the university application. Admissions and Records will accept cash, personal check, money order, cashier's check or credit card).

When you have completed the entire application packet including all the items that we have reviewed, you may submit it to the Credential Office. We will then instruct you on how to schedule an interview with one of our faculty members. In the interview you will be joined by several other candidates and will be asked to discuss why you want to be a teacher, what you believe you can contribute to the field.

The interview is designed to assess attributes that would make you an effective teacher, including aptitude to be a public school teacher, and spoken English proficiency.

Priority consideration will be given to those who submit their complete applications by the published deadline. The priority deadline for Fall is March 1st and for Spring is October 1st. However, we do typically accept late applications well beyond those dates.

## Prior to Student Teaching

### ❖ **Proof of Subject Matter Competence**

Obtain a passing score on the appropriate CSET exam (all subtests must be passed)

### ❖ **Meet the Basic Skills Requirement**

### ❖ **Writing proficiency (any one of the following):**

- ✓ CSET: Writing skills test
- ✓ CBEST Writing score of 41 or higher
- ✓ UDWPE (CSUN grads) minimum score of 10
- ✓ ENG 305, ENG 406 or COMS 321 (a grade C or better)

### ❖ **GPA**

Cumulative GPA must be 2.75 since admission to the credential program and 3.0 in professional program.

The following program requirements must be completed prior to your first student teaching assignment.

First is Subject Matter Competence. To meet this requirement, all sections of the CSET: Multiple Subject exam must be passed. Education Specialist ***only*** have the option of taking one of the CSET Single Subject exams approved by the Commission on Teacher Credentialing. Subjects are limited to: Art, English, World Languages, Mathematics (including foundational-level Mathematics), Music, Social Science, or Science (including

foundational-level general science and specialized science). *This option is recommended only for those who intend to teach Special Education at the Secondary grade levels.*

Next is the Basic Skills Requirement. If this requirement was not met at the time of admission it must now be met prior to beginning your student teaching assignment.

You must also meet the Writing Proficiency Requirement. Again, you may have already met this requirement by passing the CSET: Writing Skills exam. Other ways to meet this requirement are scoring a 41 on the CBEST writing subtest, scoring a ten or better on the Upper Division Writing Proficiency exam required for CSU graduates or by having passed ENG 305, ENG 406, or COMS 321 with a “C” or better.

A GPA of 2.75 since formal admission to the Credential Program is required to be eligible for Student Teaching. You must also have a 3.0 in your professional program courses.

You must attend a student teaching orientation the semester before you plan to begin student teaching.

Contact the ITEP Field Placement Office (ED 1209—x3183) for the schedule of these sessions.

Deadlines for submitting the student teaching application is March 20 for Summer or Fall semesters and October 20 for the Spring semester.

## Additional Requirements for Program Completion

- ❖ **Bachelor's degree**
- ❖ **U.S. Constitution course (grade C or better) or exam**
- ❖ **CPR (Cardiopulmonary Resuscitation)**
  - Certification must include Infant/Child and Adult levels
  - Offered by:
    - ✓ American Red Cross
    - ✓ American Heart Association
- ❖ **Passage of the RICA exam**
  - ✓ RICA is not required for admission to the Credential Program nor is it required to be eligible for Student Teaching, however it must be passed prior to submitting a request for credential at the end of your program.
  
  - ✓ It is recommended that you take RICA after you have completed EED 477A , as this class helps to prepare you for the RICA exam

Additional requirements necessary to obtain the credential are:

Completion of the degree program.

You must also meet the U.S. Constitution requirement. Undergraduate students typically meet this requirement while taking their general education coursework.

CPR certification is also required and must include adult, child and infant levels. Both the American Red Cross and the American Heart Association offer this certification.

Finally, you must pass the RICA exam. It is recommended that you take this exam as soon as possible after completing EED 477A.

## CSET and RICA

**For information Regarding:**

**Test registration administration procedures, or score reports:**

**Contact:**

**Evaluation Systems Pearson**

[www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com) or (800) 205-3334

**CSET or RICA preparation contact:**

**Contact:**

**CSUN College of Extended Learning**

[www.csun.edu/exl](http://www.csun.edu/exl) or 818-677-4711

For information on the CSET or RICA exams, contact Evaluation Systems Pearson at [WWW.CTCEXAMS.NESINC.COM](http://WWW.CTCEXAMS.NESINC.COM)

C S U N's College of Extended Learning offers test preparation for the CSET Multiple Subject exam and also for the RICA exam if you feel that you need additional assistance. You can contact them at [WWW.CSUN.EDU/EXL](http://WWW.CSUN.EDU/EXL).

## Program Advisement

### **Liberal Studies Program Office**

Location: Education Building, E100  
818-677-3300

### **Credential Office**

Location: Education Administration Building, E102  
818-677-2586  
[credprep@csun.edu](mailto:credprep@csun.edu)

### **Department of Elementary Education**

Location: Education Building, ED1206  
818-677-2621

### **Department of Special Education**

Location: Education Building, ED1204  
Voice/TDD: 818-677-2596  
[sped@csun.edu](mailto:sped@csun.edu)

Once you are admitted to the ITEP program, your primary advisement will be provided by the Liberal Studies Office for questions regarding your degree and the Credential Office for questions regarding your credential requirements.. The Elementary Education office, Special Education office are also available to answer many credential program questions.

You may contact a Credential advisor by e-mail or come in during our walk-in hours. Please check our website for our current office hours as they may vary throughout the academic year.

Our main office staff is responsible for processing your applications for admission, student teaching forms, credential requests and various other credential related materials. If you should need to turn in any paperwork you may drop it off at the main office counter during our regular business hours. Again, please check the website for current hours as days and times may vary.

## Registration Fees & Financial Assistance

- ❖ For the most current student registration fees visit:  
<http://www-admin.csun.edu/ucs/>
- ❖ Financial assistance may be available in the form of scholarships, grants or loans. For information contact the Financial Aid Office at [www.csun.edu/finaid](http://www.csun.edu/finaid) or 818-677-4085
- ❖ For information regarding the APLE (Assumption Program of Loans for Education) go to [www.csusuccess.org/aple](http://www.csusuccess.org/aple)

Financial assistance is available to help you pay for your University fees in the form of scholarships, grants, and loans.

Contact the Financial Aid Office at [WWW.CSUN.EDU/FINAID](http://WWW.CSUN.EDU/FINAID) or 818-677-4085 for more information.

If you are going to use student loans to help finance your education, we would encourage you to apply for the Assumption Program of Loans for Education program (APLE). This is a state funded program that may assist you in paying back educational loans. Information on their program can be found at [WWW.CSUSUCCESS.ORG/APLE](http://WWW.CSUSUCCESS.ORG/APLE).

## Tips for Success

- ❖ **Keep all your important documents in a folder**
- ❖ **Make copies of everything you submit**
- ❖ **Look out for upcoming deadlines**
- ❖ **Check your CSUN email** – make this a practice or you may miss critical information
- ❖ **Plan Ahead** - look up course pre-requisites, when possible, follow the recommended course sequence
- ❖ **Be Flexible** – you may have to adjust to scheduling conflicts, budget issues, registration problems
- ❖ **Get advisement early**

Above you will find a list of tips to help you stay organized and attain your academic goal.

*Take Responsibility for your Education* - This will be your degree and credential. So please be an active participant in the educational process. Make sure that Admissions & Records receives documents. Review your advisement form, MAP (My Academic Planner), and grades. Keep track of your records. You can download unofficial transcripts, register for classes, check for registration holds, view account and get financial aid information online. Go to [WWW.CSUN.EDU/PORTAL](http://WWW.CSUN.EDU/PORTAL)

## Post-Baccalaureate Units

### **Units that may be counted toward future salary points:**

- ❖ Units that were not required for the BA degree
- ❖ Units that were taken in the last year of undergraduate studies.
- ❖ Units must be applicable to the credential program.
- ❖ Grades must be C+ or better
- ❖ Students must have 120 total units and 40 upper division units and all residence units, without using these Credential courses.

Many school districts' salary scale is based on increments of units earned after the bachelor's degree (post-baccalaureate units). Students can petition through Admission & Records for post-baccalaureate units subject to the limitations listed here.

# Career Planning

## The CSUN Career Center

University Hall 105

(818) 677-2878

[www.csun.edu/career](http://www.csun.edu/career)

### Services offered:

- ✓ Career fairs and special events
- ✓ Workshops
- ✓ Resume Workshop
- ✓ Interview Techniques
- ✓ Job Search for Teachers
- ✓ CSUN's Job Listings powered by MonsterTRAK
- ✓ Career Library
- ✓ Books, videos, online resources, internships and employment databases

The Career Center on campus provides many resources to assist you with career planning and to help prepare you for your job search.

## What's Next?

- ❖ Submit your complete program application as soon as possible.
- ❖ Schedule and complete an interview.
- ❖ You will receive an e-mail regarding the admission decision. If admitted, you will also receive a credential progress report.
- ❖ Upon admission you will be expected to review an orientation presentation available on the credential office website.

So, what should you do next?

Start working on the requirements that we've discussed today and turn in your complete program application as soon as possible.

After you've turned in your complete application packet, you'll be given a phone number to call and schedule your interview.

Next, you'll receive an e-mail regarding the admission decision. If you are admitted, you will also receive a credential progress report which is an official record of your program requirements.

## Quiz

You must complete the quiz with a score of 80% or better and print out the verification form to include with your credential admissions packet. You may take the quiz as many times as needed to pass.

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