To: credentials@csueastbay.edu
From: credentials@csueastbay.edu
Date: 
Subj: Department Admissions Interview

Dear ,

We are pleased to inform you that based on a review of your department admissions file, we have selected you for the admissions interview for Summer 2015. Below is information regarding the confirmed date and time - this notice supersedes any previous appointment email. The interview is mandatory and change requests are not guaranteed.

Interview Track: SingleSubj
Interview Date at Time: Tuesday, 02/10/2015 at 10:30 AM
Interview Location: Check in: Credential Student Service Center
Arts & Education building, room 235 (2nd floor)

**This interview is being conducted on the Hayward Campus, although you may have applied for the Concord Campus.

Common Questions Regarding Interview
How long will I be here? You should plan on 30 minutes total for the interview. Plan your time carefully as late arrivals or no-shows may not be rescheduled.
What should I wear to the interview? There is no dress code; however, we remind you that the interview is just as important as a complete application packet.
What should I bring to the interview? Bring your photo ID and any missing documents, if any, you would like to submit. You may also need change (or cash) for parking meters.
What should I do prior to the interview? Be sure to have reviewed the admissions handbook found on our website.
After the interview, when will I hear about my admissions status? Decisions are based on many factors including the interview, file contents, and space availability. It is possible that decisions may be made as early as February for Summer 2015. You may be granted 'conditional admissions' and still be missing documents; this means that the program will hold a spot for you in the incoming cohort as long as you can meet all the admissions requirements. All missing documents must be submitted by the department and university document deadlines (dates vary slightly). You must be admitted to both the department and university in order to begin the program.

Parking and Directions
Parking fees and directions information is found online. Parking regulations are enforced 24 hours. You may purchase an hourly parking permit for $2.00 at Campus dispensers.

Missing Documents Summary
Below is a status of any items missing along with a descriptor for that item. If an admissions requirement is not listed, that means we have confirmation that you met that requirement.

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The CSSC will respond to your email with our updated findings.

If our information is correct, please turn in the missing items at your interview (or postmarked) by the Document Deadlines. University and Department deadlines differ.

Regarding Transcripts
The transcript box can not be checked off until our office receives your official copy of your degree bearing transcript.

Final Reminders
You must meet both department and university admissions requirements in order to begin the program. You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

If You Are No Longer Interested In Our Program
Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the Request for Contents in a Credential File form found on our
First, last name NET ID

Thank you for your interest in Cal State East Bay for your teacher preparation plans!

Sincerely,
Credential Student Service Center
(510) 885-2272

Links
1. http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations
2. https://my.csueastbay.edu

For admissions purposes, some programs may have specific GPA requirements. You should consult the program admissions handbook for specific GPA requirements.

For example, for Teaching Credential Programs, you must achieve a 2.67 or higher based on your baccalaureate degree.

For all credential completers, the Grade Point Average Requirement for all credential programs is 3.0 in all coursework; see your list of courses for specific grade requirements. You must clear this requirement before you are recommended for the credential.

You must submit letters of recommendation and/or recommendation forms as part of your department admissions requirements.

You must submit a typed Statement of Purpose essay. If you wish to use the same statement as you did for your university application, please be sure to save a copy of that statement before your submission of your university application. Otherwise, you may not be able to retrieve the copy later. Specific prompts vary by department.

You must submit the university graduate admissions application online at: www.CSUMentor.edu. Be sure to plan accordingly so you do not miss any pertinent application deadlines.

CSU Mentor will open on February 1, 2015 for Summer 2015 applicants.

If required for your program, please complete the paper-based university's application and submit the $55 university application fee payable to "CSU East Bay" via check or money order. Click here and scroll down the page to the 2014-2015 Graduate Admissions paper application: http://www.csumentor.edu/Support/tech_support.asp#application

For an updated list of university admissions deadlines, see: http://www20.csueastbay.edu/prospective/how-to-apply/deadlines-for-application/index.html.

You must provide documentation of passage of the basic skills requirement before you can be recommended for the credential. In most cases, the BSR must be met prior to admissions into the program.

Satisfactory completion of the Basic Skills Requirement[8] (e.g., CBEST); submit original score report. Include a self-addressed stamped envelope and a photocopy of the report if you want the original returned.

All post-baccalaureate applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association.

For applicants in the Bachelors Plus track (BPEP MS), your degree is posted after all credential courses and undergraduate degree requirements are met.

Each applicant who is admitted into a CSUEB credential program must also submit documentation of a Criminal History Certificate of Clearance. A Certificate of Clearance indicates that, based on an FBI/DOJ fingerprint check, one does not have a criminal record that would preclude him/her from obtaining a credential. The Certificate must be filed with the Commission on Teacher Credentialing (CTC).

The instruction sheet and applicable forms for obtaining a Certificate of Clearance are found on the CTC's website at: http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf

Documentation is due by the admissions document deadlines.

All teaching credential program applicants must meet the CTC requirements for subject matter competency. Single Subject applicants demonstrate subject matter competency by:

1. verifying completion of CTC authorized subject matter preparation coursework via transcript evaluation; or
2. passing the California Subject Examination for Teachers (CSET) for their single subject content areas.
All Multiple Subject applicants demonstrate subject matter competency by passing the California Subject Examination for Teachers (CSET).

CSET scores are valid for 5 years.

| TB Clearance | Each applicant who is admitted into a CSUEB credential program must submit documentation of a Negative Tuberculosis Test. The test results are only valid for three years. An official, signed TB test report from a physician can be submitted as verification of one’s TB clearance. Documentation is due by the admissions document deadlines. |

**Transcripts**

Submit your final bachelor’s degree-bearing transcript to CSSC (even if you earned your degree at CSUEB because this transcript will be retained for the department file).

Send a full set of all official transcripts from all schools attended directly to the Graduate Admissions Office at 25800 Carlos Bee Blvd., Hayward, CA 94542. The university requires all transcripts from all schools even if transfer work appears on another school’s transcripts.

All applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. If you are a CSU East Bay graduate and/or currently enrolled at the university, one (1) official final transcript is still required for your application. Please check you MyCSUEB account (www.my.csueastbay.edu) to check on the status of transcripts required for university admissions.

If you are a CSUEB undergraduate who will graduate in the term before you begin the program, you should stay in touch with your undergraduate evaluator to ensure that you have done any necessary steps for your degree. Please know that the evaluators work as quickly as possible to process your degree before the program starts.

If you are a non-CSUEB undergraduate who will graduate in the term before you begin the program, you must submit a Certificate of Completion from your university's registrar's office. The letter must indicate the date in which your degree will be posted. See Appendix for an example of a Certificate of Completion document.

**For Foreign Transcripts**

Applicants who earned a four (4) year bachelor’s degree or its equivalent at a higher education institution outside of the U.S. must have their transcripts evaluated by an agency authorized by the California Commission on Teacher Credentialing (CTC). A list of authorized agencies is available at the CTC website: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

Applicants who took any foreign course work, but not earned a degree, may be subject to a foreign transcript evaluation.

If you are unsure this applies to you, contact CSSC.

All applicants must meet the state requirements for knowing the provisions and principles the United States Constitution. Meet the U.S. Constitution requirement by verifying one of the following:

- Two semester unit course on the provisions and principles of the Constitution of the United States; or
- An examination on the provisions and principles of the Constitution of the United States completed at a regionally accredited community college, college or university; or
- A BA/BS degree awarded by a CSU campus (please provide coursework used).

**US Constitution Clearance**

Online US Constitution Exam are now acceptable.

Make a photocopy of your personal, unofficial transcript. Circle the course(s) that you think may satisfy the U.S. Constitution requirement. Also make a photocopy of the course descriptions for the classes that may satisfy the requirement but were completed at institutions outside of California.

Alternately, take the U.S. Constitution exam and request to have an official score report sent both to CSUEB and to you. The following agencies administer the U.S. Constitution exam: Alameda & Contra Costa County Offices of Education; and JFK University in Orinda. This list is subject to change without notice; contact the agencies directly for more information.

Enclose in your Application Packet either an unofficial copy of your transcript(s) and course description(s) or the official report of your U.S. Constitution exam scores.

Additional Comments:
To: credentials@csueastbay.edu
From: credentials@csueastbay.edu
Date: Subj: Department Conditional Admissions Notice

Dear ,

Congratulations and thank you for submitting the department application for the teaching credential programs at California State University, East Bay for Summer Entry 2015. We are pleased to inform you that you have been selected for conditional admission to our Teaching Credential Program.

Program: Prelim Single Subject Cred
Subject Area: English
Team: Team 10

Within the status of conditional admission, you join a select group of candidates who have passed the initial screening process. Conditional admission status means that you have documents and/or exams scores to submit. Candidates lacking required documents submitted by the published deadline dates will not be allowed to fully enroll in the program. Your status will be considered full admissions once all documents are received.

The deadline for submission of documents is May 1, 2015. Applicants who have not submitted documents by the deadline may be moved to the waitlist. They will be placed back on admissions list, if there are spaces available, once the document file is complete.

Applicants will be allowed to submit their test scores (CSET & CBEST only) by June 4, 2015. This will allow students to take the May 2nd test and submit scores to our office by June 4, 2015. Score reports will need to be mailed or hand-delivered. We do not accept emailed documents. For Art, Music, Math, and Physical Education subjects, you may submit your scores by June 8th, as they will not become available until June 5, 2015.

You will receive a separate official letter of admissions from the CSU East Bay Graduate Admissions Office to confirm your university admission status. Please know that you must be fully admitted to both the department and university in order to register and begin the program this summer.

Campus Location
Efforts were made to consider your preferred campus. With the approval of the Credential Program Coordinator, changes can be made to campus assignment up to the beginning of summer quarter.

Below is a list of the team numbers and the campus location assigned to those teams. All of your classes will be taken at the specified campus.

Teams at Hayward Campus: 6, 10, 25, 30, 40, 50
Teams at Concord Campus: 91, 92
Team at Hayward Campus & West Contra Costa: 6

YOUR RESPONSE IS REQUESTED within 10 calendar days of this email notice. Please reply to this email with your selection:

By replying to this email, you are confirming your intention on completing the admissions process. Please remember that the university's admissions notification is a separate process that takes place after you have met all the university admissions requirements. In most cases, by meeting all the department requirements you have also met the requirements for the university. You can check your status of the university admissions by viewing your MyCSUEB1 account. Please do not call the Graduate Admissions Office to check your admissions status. Since the university is dealing with a much higher volume of processing than our department, it usually takes two weeks to get your notice from the university.

This acceptance is limited to the teaching credential program that begins this Summer Quarter 2015. If you choose not to enter, you must reapply and go through the interview process again.

1. ACCEPT MY DEPARTMENT ADMISSIONS

I accept my conditional admissions. I understand that I must complete any remaining prerequisites in order to be eligible for full department and university admissions.
2. DECLINE MY DEPARTMENT ADMISSIONS

I wish to have my name removed from consideration for the teaching credential programs.

**Student Intent to Register (SIR)**

After you have received your official university admissions notice in the mail, you should see in your MyCSUEB a "Intent to Register" link. (If you are a previous CSUEB student, please make sure you click the "applicant tab" on the top right, after you log into your MyCSUEB.) Once the SIR appears, you will need to click on it to confirm your intention to register for classes, thus confirming your university admissions. (The SIR needs to be submitted by June 1, 2015.) From the point you click the button, you should be able to register for your program classes within 48 business hours (you will not register for classes until after the mandatory orientation). Since you are entering a cohort, there will be a spot saved for you in all your classes. For more about the Student Intent to Register process, please read more online.

A mandatory team orientation for newly admitted students will be held in late May or early June. You will receive additional notification regarding this orientation in the beginning of May. Any questions related to your admissions status can be directed to the Credential Student Service Center at (510) 885-2272.

Again, congratulations on your acceptance. We look forward to working with you in this exciting and rewarding program.

Sincerely,

Dr. Eric Engdahl
Chair, Teacher Education Department

Ms. Kelly Moore
Multiple Subject Program Coordinator, Teacher Education

Dr. Michele Korb
Single Subject Program Coordinator, Teacher Education

Links
1. https://my.csueastbay.edu
To: credentials@csueastbay.edu
From: credentials@csueastbay.edu
Date: 
Subj: Mandatory Orientation for Summer 2015

Hello Admitted Credential Candidate,

Congratulations on your admissions into the Teaching Credential Programs for Summer 2015!

The University will send out a separate official University admission notice in the mail.

Your Next Steps:

Turn in Missing Documents, if any.
The document deadline was May 1, 2015 (except for those waiting for CSET scores, they will be due on June 4th). Remember, you must meet both the University and Department requirements in order to enroll in the program.


Be sure to check your MyCSUEB (www.my.csueastbay.edu) for any missing University items.

Attend Mandatory Orientation

All admitted candidates must attend a mandatory orientation for the Teaching Credential Programs scheduled for Friday, June 5, 2014 at 4:00pm – 5:30pm on the Hayward Campus in the VBT (Valley Business Technology) building, room 124. At orientation you will receive information on classes, student placement and other program related details. Orientation is required for all new and returning candidates.

If you are a TED/SPED candidate, you will have an additional orientation immediately after with your program coordinators (5:30pm - 6:30pm). Plan to stay an additional half hour to one hour.

Submit your Student Intent to Register (SIR)

You will receive an official admissions notice from the University’s Admissions office when you have fully completed both the University and Department’s admissions requirements. You are only able to complete the SIR when you have been given your official University Admissions notice. Keep in mind that all of your credential courses will be available to you, so you do not need to worry about competing for space.

For those in the BPEP program, you will not submit a SIR.

Your Student Intent to Register can be found in your MyCSUEB (www.my.csueastbay.edu). Approximately 48 hours after you submit your SIR, you will be able to register for classes in accordance with your scheduled registration appointment time and after you have attended the mandatory orientation.

You will be able to register for classes June 5-14. Registration will be closed from June 15-17, and will resume on June 18th. Your fees for summer quarter will be due on June 15th before 4pm. Keep in mind that you will need to register for classes before you can pay your tuition.

Again, congratulations on your acceptance. We look forward to working with you.

Dr. Eric Engdahl
Interim Chair, Teacher Education Department

Ms. Kelly Moore
Multiple Subject Program Coordinator, Teacher Education
Ms. Dania Massey  
Single Subject Program Coordinator, Teacher Education

Dr. Linda Smetana  
Mild/Moderate Disabilities Program Coordinator, Department of Educational Psychology

Dr. Ann Halvorsen  
Moderate/Severe Disabilities Program Coordinator, Department of Educational Psychology
Quarter Four Progress Report

Dear

This QUARTERLY PROGRESS REPORT notification is provided to give you an update on the status of meeting curricular and non-curricular requirements in your program. If an item is met or received, it is marked with a (X); if it is missing, then it is not marked.

Take a few minutes to thoroughly review the report to make certain that the information provided is accurate. It is your responsibility to ensure that your records are correct. If you have any questions or updates to provide to our office, please reply to this email at credentials@csueastbay.edu.

NOTE FOR TEDSPED ONLY: The course number EPSY 6999 may appear multiple times due to technical limitations of our database. All of the other courses should be accurate. For further questions regarding coursework, check your program handbook at: http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-ted-ms-and-ss-admissions-handbook-summer-2012-online-rev%20082611-final.pdf or consult with your program coordinator.

Thank you,

CREDENTIAL STUDENT SERVICE CENTER
(510) 885-2272
http://www20.csueastbay.edu/ceas/cssc/index.html
credentials@csueastbay.edu
Office hours: Monday-Thursday 12pm to 5pm

Disclaimer: This e-mail contains information related to your program progress and eligibility for the credential document. CSSC expressly disclaims any and all liability resulting from reliance on such information for employment or other activities not handled by CSSC. This document is not a substitution for official transcripts which are issued by the University Office of the Registrar. Please note that CSET and RICA scores expire 5 years after the date they were passed.

Student Instructions

Program

<table>
<thead>
<tr>
<th>Current Team</th>
<th>Team 10 / Summer 15</th>
</tr>
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<tbody>
<tr>
<td>Current Team Leader</td>
<td>Dr. Eric Engdahl</td>
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<tr>
<td>Outcome</td>
<td>Preliminary Single Subject Teaching Credential</td>
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<tr>
<td>Subject Matter Competency</td>
<td>English</td>
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Requirements

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<tbody>
<tr>
<td>TB Clearance</td>
<td>[x] Met</td>
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<tr>
<td>Date TB Read</td>
<td>02/02/2015</td>
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<tr>
<td>Date TB Expires</td>
<td>02/02/2017</td>
</tr>
<tr>
<td>Fingerprint</td>
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</table>

Date TB
Expires
Fingerprint Clearance: Met
Issue Date: 04/14/2015
Expire Date: 05/01/2020

Basic Skills: Met
Date of Proficiency: 12/18/2014
Proficiency Type: CBEST
State: California

Subject Matter Competency: Met
Subject Matter: English
Achieved By: CSET

CSET Subtest 1: 105 English, 01/27/2015
CSET Subtest 2: 106 English, 01/27/2015
CSET Subtest 3: 107 English, 01/27/2015
CSET Subtest 4: 108 English, 01/27/2015

US Constitution Clearance: Met
Satisfaction Method: US Constitution Requirement satisfied by CSU degree

CTC TPA Reporting: []
Highest Degree Held: Native English Speaker

CSU Exit Survey: []
Graduate/Completer Contact Information: []

California TPA: []
PACT, Date:

Course Work Complete: []
Grade Point Average: 
Total Units Completed: 

CPR Clearance: []
Date CPR Clear: 
Date CPR Expires: 

Employment Offer: Met
Employment Offer Multiple & Single Subject Intern

BioDemo

Course Work

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<th>Course</th>
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<th>Grade</th>
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<td>2154</td>
<td>3</td>
<td>A</td>
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<tr>
<td>TED5211</td>
<td>2162</td>
<td>1</td>
<td></td>
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<tr>
<td>TED5212</td>
<td>2162</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Last Name
First Name
Middle Name
Address
Mailing/Local Phone
Field Work

Field Work 1
District: Castro Valley Unified
School: Castro Valley High
Class: HS, ENGL
Supervisor: Type: Intern Teaching
Year: 15-16

TED513 2162 1 Grade:
TED5214 Term: Units: Grade: 2162 1
TED5301 Term: Units: Grade: 2153 4 A
TED5305 Term: Units: Grade: 2162 3
TED5311 Term: Units: Grade: 2153 2 A
TED5314 Term: Units: Grade: 2154 3 A
TED5318 Term: Units: Grade: 2161 3 A
TED5320 Term: Units: Grade: 2153 3 A
TED5326 Term: Units: Grade: 2153 2 A
TED5372 Term: Units: Grade: 2154 1 CR
TED5373 Term: Units: Grade: 2154 1 CR
TED5374 Term: Units: Grade: 2161 1 CR
TED5375 Term: Units: Grade: 2161 1 CR
TED5380 Term: Units: Grade: 2161 2 A
TED5381 Term: Units: Grade: 2154 7 CR
TED5382 Term: Units: Grade: 2161 7 CR
TED5383 Term: Units: Grade: 2162 7 CR
TED5390 Term: Units: Grade: 2153 3 A
TED5391 Term: Units: Grade: 2154 2 A
TED5392 Term: Units: Grade: 2161 2 A
TED5393 Term: Units: Grade: 2162 2 A

Field Work 2
District: Castro Valley Unified
School: Castro Valley High
Class: HS, ENGL
Supervisor: Type: Intern Teaching
Year: 15-16

TED5376 Term: Units: Grade: 2154 2 CR
TED5377 Term: Units: Grade: 2161 2 CR
TED5378 Term: Units: Grade: 2162 2 CR
TED5384 Term: Units: Grade: 2153 2 A
TED5385 Term: Units: Grade: 2154 2 A
TED5386 Term: Units: Grade: 2161 2 A
TED5387 Term: Units: Grade: 2162 2 A
To: credentials@csueastbay.edu
From: credentials@csueastbay.edu
Date: 
Subj: Applying for Credential

This is an auto-generated email; please do not reply to this message. For questions, contact us by phone during office hours.

Congratulations!

The Credential Student Service Center will start accepting credential applications for each quarter, depending on when you complete all requirements for your program. Applications will be processed as soon as we can verify that all requirements have been met and final grades have been posted. The Credential Student Service Center will be processing applications on a rolling basis daily. Applications can be submitted any time after we start accepting applications as long as all requirements have been completed.

Below you will find important dates as well as the link for the credential application.

**Spring Quarter 2016 Completers:**

Credential applications will be accepted beginning Wednesday, June 1, 2016. The official issuance date of your credential will be June 11, 2016, or the date your last requirement is completed.

Final grades for Spring Quarter 2016 are expected to be posted on June 20, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

**Summer Quarter 2016 Completers:**

Credential applications will be accepted beginning Tuesday, September 6, 2016. The official issuance date of your credential will be September 2, 2016, or the date your last requirement is completed.

Final grades for Summer Quarter 2016 are expected to be posted on September 12, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

**Fall Quarter 2016 Completers:**

Credential applications will be accepted beginning Thursday, December 1, 2016. The official issuance date of your credential will be December 9, 2016, or the date your last requirement is completed.

Final grades for Fall Quarter 2016 are expected to be posted on December 19, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.


If you cannot remember if you turned in your CPR card or any other requirement already, it's best to make another copy and turn it in with your application.

**Online CPR Certification training is NOT accepted by our office.**

Acceptable Forms of CPR Certification:

**American Red Cross**

Adult and Pediatric CPR/AED
(800) 733-2767 | [http://www.redcross.org/ca/san-francisco](http://www.redcross.org/ca/san-francisco)

**American Heart Association**

BLS for Healthcare or Heartsaver CPR AED
(877) 242-4277 | [http://www.americanheart.org](http://www.americanheart.org) or [www.heart.org](http://www.heart.org)
Best wishes,

Credential Student Service Center

CSU East Bay | Credential Student Service Center | Art & Education Building | Rm. 235 | 25800 Carlos Bee Blvd. | Hayward, CA 94542

Office Hours: Mon. - Thurs. 12 - 5, Closed Fri. | Phone: 510-885-2272