



CALIFORNIA STATE  
UNIVERSITY  
E A S T B A Y

**DEPARTMENT of  
TEACHER EDUCATION**

**Teacher Credential Programs**

**Admissions Handbook**

**Summer Entry 2016**

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# 1.0 Welcome!

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We are pleased you are considering California State University, East Bay (CSUEB) for your professional preparation in teaching, a challenging yet very rewarding career. The Teacher Education Department (TED) at Cal State East Bay prepares teachers who are dedicated to the academic achievement of all students, and committed to professional growth, and school leadership.

Our graduates consistently give us high marks for:

- the cohort approach – you take all your classes with the same group of colleagues in courses that only you can enroll in;
- you learn through doing – our candidates are in field experiences from September to June;
- it only takes one year – June to June;
- we support a robust intern program – candidates with requisite experience can seek employment as district intern in districts that have an MOU agreement with California State University, East Bay;
- easy transition to our Masters of Science in Education – with options in Curriculum, Early Childhood Education, Educational Technology Leadership, and Reading Instruction;
- reasonable costs.

Our credential programs are designed to encompass both the practical teaching component (field practicum) and the curriculum component (course work). These dual experiences provide our candidates with the opportunity to immediately implement methods and strategies. As part of a cohort that spends the entire program together, candidates receive unparalleled support from peers and from team faculty.

Social justice and democracy are exemplified throughout the TED credential and Master's degree programs. These ideals permeate not only the coursework and intellectual climate of our programs, but also guide credential candidates' experiences through classroom interaction, written assignments, reading, lectures, team meetings, and field placements.

We are committed to serving the socially, culturally, and economically diverse public school populations of Alameda and Contra Costa counties. We have strong relationships with many schools and school districts and are continuously developing new projects and programs to meet the educational needs of the community.

The following standards are expected of all CSUEB credential candidates:

- a minimum grade point average of 3.0 for all program coursework;
- use of standard American English;
- basic technology literacy;
- successful teaching experience in the field;
- professional behavior with others at all times.

The Department is distinguished by accomplished instructors and by graduates who are powerful forces in their communities and trains new teachers in accordance with the California Teacher Performance Expectations (TPEs). Moreover, the credential programs are fully compliant with No Child Left Behind and California state legislation.

The College of Education and Allied Studies (CEAS) is fully accredited by:

CTC: Commission on Teacher Credentialing  
CAEP: Council for the Accreditation of Educator Preparation

This handbook provides a description of our post-baccalaureate Multiple Subject and Single Subject credential preparation programs and their admission process. It is intended to serve as a guide during the application process. Program selection is

extremely important. We urge you to read this handbook in its entirety so that you can make an informed decision. We look forward to helping you to achieve your career objectives in teaching.

Dr. Eric Engdahl, Chair  
Teacher Education Department

## 2.0 Instructions for Applying

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Program admission is a simultaneous, two-part process. You must meet both the **Department** and **University** requirements in order to begin the program. The Department file is maintained in the Credential Student Service Center (CSSC) and the steps outlined in this handbook are primarily related to Department admissions for post-baccalaureate applicants. The University file is processed by the University Graduate Admissions Office (referred to as “University”) and you can monitor your University admissions status through your MyCSUEB account, <http://www.my.csueastbay.edu>. Since the state credentialing process is not entirely paperless, the Department file requires hardcopies and/or official versions of certain materials as listed below. **Please make copies of your documents, for your own records, before turning them into the CSSC.**

Please read all of the instructions and complete each step carefully. Incomplete or late application packets will not be considered. Be sure that you fully understand the admission requirements and deadlines. Due to budgetary constraints, please always refer to the online version of this handbook at [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc) as the information is subject to change without notice. The applications are available online only and will be posted once the application period opens up. **\*For undergraduates in the Bachelor’s Plus Early Pathway to Multiple Subject (BPEPMS) program, contact the Director of Liberal Studies, Dr. Jiansheng Guo, at [jsh.guo@csueastbay.edu](mailto:jsh.guo@csueastbay.edu), for more information regarding your admission requirements.**

## 2.1 Admission Requirements

### 1. University Application:

- Submit the online application for University admissions at [www.csumentor.edu](http://www.csumentor.edu). Again, the University application is required for post-baccalaureate status only. Applications are expected to open February 1. Check the University webpage as deadlines are subject to change without notice. Submit the confirmation page that shows the submission date of the CSU Mentor application.
- Current CSUEB graduate/post-baccalaureate students do not need to re-apply to the University. They file a “*Change of Graduate Objective*” (COGO) form with the CSUEB Admissions Office. The COGO deadlines are usually earlier than the CSU Mentor deadlines.
- If you were previously enrolled as a graduate or credential student at CSUEB and have not been enrolled for more than two quarters, you must submit a new University application.

### 2. Department Application: Online application for Department admissions, required for all applicants.

The Department application is found at [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc) – look under the *Credential News* section on the right-side of the CSSC homepage for the Department application link. Submit the Department profile page online and confirm you received a ‘confirmation screen’. **No additional documentation is needed for this item.**

### 3. 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 agency, i.e., WASC.
- The **University** requires **all** official transcripts from all schools attended even if the coursework appears on another school transcript. Transcripts need to be official and sealed, mailed directly to: CSUEB Office of Admissions, 25800 Carlos Bee Blvd., Hayward, CA 94542. If hand-delivering transcripts to the Hayward or Concord Campus, obtain the delivery location and hours at <http://www20.csueastbay.edu/students/student-services/office-hours.html>.
- The **Department** requires **only** the official Bachelor's degree-bearing transcript. Submit an official, sealed transcript as part of your Department application packet.
- If you graduated from CSUEB, you do not need to submit your CSUEB transcript unless CSSC is unsuccessful in retrieving them. CSSC staff will notify you if this is the case.
- 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 #6 for an example of a Certificate of Completion document.

4. **Basic Skills Requirement:** Demonstrated proficiency in written and spoken English and shall have taken an examination which has been determined by the Commission on Teacher Credentialing to meet the California Basic Skills Requirement (BSR). Proficiency is verified by submission of one of the following:

1. Passing the CBEST exam. **Submit a legible hard copy of the official California Basic Educational Skills Test (CBEST) full score report or other approved documentation as noted on the BSR leaflet.** You may submit the online score report with the barcode displayed or a copy of the report. Online reports without the barcode are considered unofficial. Information about the CSET can be found at [www.ctcexams.nesinc.com/about\\_CBEST.asp](http://www.ctcexams.nesinc.com/about_CBEST.asp).
2. Passing CSET Writing Skills subtest #142, in lieu of CBEST (Multiple Subject applicants only). **Submit a legible hard copy of the official score report.**
3. Passing basic skills test from another state.
4. Passing the CSU Early Assessment Program or the CSU Placement Examinations
5. For more information about the BSR requirements or additional options, <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.

5. **Subject Matter Competency:** The candidate shall have demonstrated subject matter competency by the means appropriate to the credential sought:

- a. The Multiple Subject credential candidate shall have achieved a passing score on the California Subject Examination for Teachers (CSET: Multiple Subjects) Subtests 101, 102, 103;
- b. The Single Subject credential candidate shall have achieved a passing score on any CSET that is required for the credential sought or satisfactorily completed a subject matter program appropriate to the credential and approved by the CTC—submit the signed original waiver documentation along with course evaluation.

**Note: Per CSU Executive Order 1077, the official subject matter waiver documentation must be from a CTC-approved subject matter program. A comparison and analysis of student transcripts from a non-CSU, non CTC-approved subject matter program will not satisfy the CSU requirement for certifying subject matter competence.**

- c. The Education Specialist credential candidate (TEDSPED) shall have achieved a passing score on the California Subject Examination for Teachers (CSET: Multiple Subjects) Subtests 101, 102, 103.

The CSETs can be quite challenging. About half of the applicants need to retake one or more subtests. Take them early and allow yourself time to retake them, if necessary. State Law requires that candidates possess subject matter competency as demonstrated by CSETs or Subject Matter Waiver prior to working with K-12 students in field placements. Priority admission is given to applicants who have the CSETs passed prior to the document deadline. Conditional admitted candidates who fail to pass the CSETs prior to start of field work will be dismissed from the program. **Hard copies of test scores need to be submitted to the CSSC.** More information on the CSETs can be found at [www.ctcexams.nesinc.com/about\\_cset.asp](http://www.ctcexams.nesinc.com/about_cset.asp).

**5. Grade Point Average (GPA):** Grade point average of at least 2.67 in all undergraduate coursework or a grade point average of at least 2.75 in the last 60 semester/90 quarter units attempted. In certain cases applicants may apply for a waiver of the GPA requirement.

- Submit official bachelor's degree-bearing transcript.

**7. Statement of Purpose:** The statement of purpose responds to **both** of the following questions in **one** typed, double-spaced 300-500 word essay:

- a. Why do you want to work with groups of children between the ages of five (5) to eleven (11) or adolescents between the ages of twelve (12) to seventeen (17)?
  - b. How does your background and/or experience inform your decision to pursue a license that authorizes one to work with socially, culturally, and economically diverse groups of children in California?
- You do not need to complete the statement of purpose on CSU Mentor. Simply type "Statement sent directly to Department" on the CSU Mentor application.
  - You may not indicate: "See University application" for the Department packet.

Statement of Purpose Coversheet: <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-ted-ms-and-ss-statement-of-purpose-coversheet%20-%20rev.%2004-14-15-fillable.pdf>.

**8. 45 hours of Early Field Experience:** Documented field experience of at least 45 hours in a K-12 classroom or a documented field experience from the past three years. Pre-professional experience must be in a classroom or classroom-like setting with groups of children ages five (5) to eleven (11) for the multiple subject program or groups of adolescents ages twelve (12) to seventeen (17) for the single subject program.

- At least 15 hours must be in a public school classroom setting within the last two years. An acceptable public school experience includes work as a substitute teacher, para-educator, instructional aids, or classroom volunteer. Faith-based instruction is not acceptable.
- The remaining 30 of the 45 hours minimum must have been satisfied within the last three years. These hours may be completed in public or private school settings; in community-based venues such as the YMCA, park recreations center, or in a structured summer camp, after-school, or other formally organized program.
- Submit original Early Field Experience Verification form. Use as many forms as needed to verify the total hours.

9. **Letters of Recommendation:** Provide two letters of recommendation that demonstrate suitable aptitude for teaching in public schools. Letters need to come from a person who has observed you teaching or working with children in the age group you are pursuing your teaching credential, within the last 3 years.

- Submit two letters of recommendation on official letterhead, signed, and dated. If letterhead is not available, include a business card.
- The letters should come from the same individuals that have observed your prior field experience. The letters must be related to your experience working with children related to the credential sought.
- **Academic letters of recommendation are not acceptable.**

10. **Interview:** Demonstrated personality and character traits that satisfy the standards of the teaching profession.

- The assessment of the candidate shall be made by the teacher education faculty, who may also consider information from public school personnel and others.
- Attend your scheduled interview appointment as arranged by CSSC. Interviews are based on the completeness of your application packet and are mandatory.

11 **Certificate of Clearance:** Serves as evidence of having undergone the fingerprint, character and identification process required by the CTC: <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>. You must obtain a Certificate of Clearance or hold a valid CTC issued document in order to be accepted to a credential program.

- Examples of CTC documents include, but are not limited to: Emergency 30-Day Substitute Teaching Permits, Short-Term Staff Permits, Child Development Permits, and other documents for which a fingerprint clearance is required for issuance.
- Submit document printout from CTC website that displays the document name, issuance date, and expiration date. Document must remain valid while in the program.
- Please note that the school you are placed at for student teaching may require additional fingerprinting.
- See Appendix 7 for further instructions.

12. **Negative Tuberculosis (TB):** Submit legible photocopy of your TB test results provided by your healthcare provider that include the date taken and date read from within the past two years.

- You must maintain current TB test results throughout your entire program. If your results expire during the program, you will need to retake the test. **TB skin tests are valid for 3 years and chest x-rays are valid for 5 years.**



- You may also be required to have more recent results by the fieldwork site.
- The TB requirement is separate from the CSUEB “Immunization Requirement” which is due by the end of your first quarter in the program and is submitted to the University’s Student Health Center.

13. **U.S. Constitution:** Demonstrated knowledge of the provisions and principles of the United States Constitution as demonstrated by one of the following options:

- a. Bachelor’s degree earned from a CSU campus in any major; indicate this option on the checklist and do not submit an additional transcript for the Department packet.
- b. An authorized college level course. Make a photocopy of your official transcript(s)—this is from your personal transcript copy; you must not open the official transcripts required for the admissions packet. Circle the course(s) that you think may satisfy the U.S. Constitution requirement and include a printout of the course description(s). There is no expiration date for course validity. Please note the course grade(s) must be a “C” or better; or
- c. Passage of U.S. Constitution examinations verified by a regionally-accredited college or university will be acceptable for certification purposes. Submit the official score report showing passage of the U.S. Constitution exam.

14. **Additional Requirement for Individuals with Foreign Coursework:** (If applicable) Foreign transcript evaluation from approved CTC agency:

- Submit the original official detailed foreign transcript evaluation to CSSC as part of your department application packet. Review the CTC link to determine if an evaluation is required from you:  
<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.
- The CSUEB International Admissions Office (<http://www20.csueastbay.edu/prospective/how-to-apply/international-student-admission/index.html>) has separate requirements for international students and those with foreign coursework.

**Both the University and Department requirements must be fully met in order to begin the program.**

## 2.2 Admissions Deadlines

### **Summary of Materials Due by the Application Deadline (May 1, 2016\*):**

*\*Deadlines are subject to change. For up to date information, check the University website.*

1. Submit online Department Application at [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)
2. Submit online University Application at [www.csumentor.edu](http://www.csumentor.edu) (if applicable) or submit the COGO form to the University by the deadline printed on the form.

### **Summary of Materials Due by the Document Deadline (May 1, 2016\*):**

*\*Deadlines are subject to change. For up to date information, check the University website.*

- Original *Teaching Credential Admissions Checklist for Post-baccalaureate Applicants*, signed and dated
- CSU Mentor application confirmation page to verify submission date
- Official U.S. Bachelor’s Degree-bearing transcript. Provide official status of degree completion, if work is in progress (letter must come from the registrar’s office). If foreign coursework completed, include the official foreign transcript and foreign transcript evaluation from a CTC approved agency
- Basic Skills Requirement (e.g., CBEST)

- Subject Matter Competency (e.g., CSET or official approved subject matter waiver). See Appendix 8 for more information.
- U.S. Constitution documentation
- Statement of Purpose with Coversheet
- Early Field Experience Verification form(s)
- Two letters of recommendation
- CTC Certificate of Clearance (See Appendix 7 for more information)
- Negative TB test report (good for 3 years)
- English Language Exam Score Report or Waiver (if required)

**Documents Due by End of Your First Quarter in the Program:**

- Immunization Report (sent to CSUEB Student Health Services)

**Contact Information**

**Please submit a complete Department application packet by the Document Deadline to:**

California State University, East Bay  
Credential Student Service Center  
Art & Education Building, Room 235  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007

**Applicants will receive notification of their admission status approximately four (4) to six (6) weeks after interviews. Due to the high volume of calls, we cannot provide a file status via telephone. Again, it is the applicant's responsibility to ensure that all documents are received by the posted deadlines.**

**If you have any questions, contact CSSC at [credentials@csueastbay.edu](mailto:credentials@csueastbay.edu) or (510) 885-2272.**

### 2.3 Should I Contact CSSC or the Teacher Education Department?

Below is a table to help guide you to the appropriate contact, i.e., to contact the CSSC or the Teacher Education Department staff (also referred to as the Education Administrative Office). Please be advised that all forms needed for the admissions process are posted on the CSSC web page. The chart below covers the commonly requested items.

<b>Credential Student Service Center</b> (510) 885-2272, <a href="mailto:credentials@csueastbay.edu">credentials@csueastbay.edu</a>	<b>Teacher Education Department (EAO)</b> (510) 885-3027, <a href="mailto:mseducation@csueastbay.edu">mseducation@csueastbay.edu</a>
<ul style="list-style-type: none"> <li>● Test requirements – CBEST, CSET, RICA, etc.</li> <li>● Fingerprinting requirements</li> <li>● Documents received – all applicants will receive a mailed summary page of the documents received. Due to the volume of inquiries, we do not provide admission file statuses via phone or in person.</li> <li>● <b>Note:</b> University admissions statuses are found in the MyCSUEB account. Department admissions statuses will be communicated in writing.</li> <li>● Credential requirements for internships</li> <li>● Submission of admissions documents</li> <li>● Submission of credential application documents</li> <li>● Items required for individuals with foreign coursework</li> <li>● Admissions interviews</li> <li>● Requirements to add another credential – also referred to as Added Authorization</li> </ul>	<ul style="list-style-type: none"> <li>● All course-related questions – enrollment, class schedule, class locations, and more.</li> <li>● Field placements – location, logistics, and other coordination matters related to student teaching and internships</li> <li>● Master’s degree in Education – transfer of credential coursework to the Masters</li> <li>● Withdrawing from the program – be sure that you have completed the University required steps as outlined by the University.</li> <li>● Grievances – Contact the Credential Coordinator,                             <ul style="list-style-type: none"> <li>○ Multiple Subject: Kelly Moore, <a href="mailto:kelly.moore@csueastbay.edu">kelly.moore@csueastbay.edu</a>;</li> <li>○ Single Subject, Dania Massey, <a href="mailto:daniamassey@csueastbay.edu">daniamassey@csueastbay.edu</a></li> </ul> </li> </ul>

## 3.0 Program Highlights

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### 3.1 Calendar

Candidates may only enter the Multiple Subject and Single Subject credential programs in June 2016 (Summer quarter).

### 3.2 Length of Programs

Most programs require a 12-month (four quarters) full time commitment. The dual credential TEDSPED program requires a 17-month (seven quarters) commitment.

### 3.3 Concurrent Fieldwork & Coursework

The programs follow a structure in which candidates work in an elementary, middle, or high school classroom in the morning and/or early afternoon each day. Candidates take courses just a few times per week in the late afternoon and/or early evening. Saturday and online courses may be required, as well.

### 3.4 Master's Degree Options

Earn **both** a California teaching credential and a Master's degree in Education in just 24 months.

Upon completing a Multiple Subject or Single Subject credential, CSUEB candidates can immediately roll into an evening Master of Science in Education program for working teachers.

Candidates may transfer 13 units from the credential program into the Master's Degree program and may work at their own pace. The graduate programs in Education at CSUEB are highly individualized to accommodate the research interests of teachers. Space is limited.

For more information about the Master's Degree programs, contact the Teacher Education Department (510) 885-3027, option 3. You can also visit their website at [www.csueastbay.edu/teach](http://www.csueastbay.edu/teach).

### 3.5 Tuition Fees and Other Fees

Quarterly University tuition fees & other fees\* (full-time) is approximately \$2,482. Keep in mind that fees are set by the CSU Board of Trustees and is only an **estimate** in this handbook. For the most updated fee schedule, please visit the University website at [www.csueastbay.edu/cost](http://www.csueastbay.edu/cost).

*(\*Subject to change without notice.)*

### 3.6 Cohort Format

Candidates join a cohort and progress through the credential program with 20 – 35 fellow team members with whom they network and build professional contacts.

### 3.7 Alameda & Contra Costa Co. Service Areas

**North Alameda Co.:** cities such as: Alameda, Berkeley, Emeryville, Oakland, etc.

**Central Alameda Co.:** cities such as: Hayward, San Leandro, San Lorenzo, etc.

**Eastern Alameda Co.:** cities such as: Dublin, Livermore, Pleasanton, etc.

**South Alameda Co.:** cities such as: Fremont, Newark, Union City, etc.

**Contra Costa Co.:** cities such as: Concord, Martinez, San Ramon, Orinda, Brentwood, Oakley, etc.

**West Contra Costa Co.:** cities such as: Richmond, Pinole, Hercules, etc.

### 3.8 Programs for Undergraduate Students

Undergrads who are interested in becoming teachers should contact the Liberal Studies Department at (510) 885-3852 (for Multiple Subject). There presently is no concurrent Single Subject Teaching Credential with a bachelor's degree program; however, for those interested in teaching mathematics or science subjects, read about the Math and Science Teachers Scholars Program (MAST) at

<http://www20.csueastbay.edu/stemed/teacher-prep/support/fmstsp.html>. All MAST participants who fulfill the program requirements and meet admissions requirements are guaranteed admissions into CSUEB Single Subject Teaching Credential program as a post-baccalaureate student.

### **3.8.1 Bachelor's Plus Early Pathway to Multiple Subject Teaching (BPEPMS)**

Undergrads who are interested in becoming elementary teachers should contact Dr. Jiansheng Guo, Director of the Liberal Studies Department and BPEPMS, at (510) 885-3852 or [jsh.guo@csueastbay.edu](mailto:jsh.guo@csueastbay.edu). In order to complete the teaching credential program coursework, candidates must be a Liberal Studies major and admitted to the Teacher Education Department and meet all the admissions requirements by the posted deadlines. Liberal Studies majors should work closely with their major department to remit their credential admissions documents. It is the candidate's responsibility to meet all credential admissions requirements and program requirements in a timely manner.

Ideally the admitted BPEPMS candidates would complete their Liberal Studies major by the end of their junior year and in the senior year (4<sup>th</sup> year), complete the full list of classes as noted for the Multiple Subject teaching credential program. Then, if additional courses for the undergraduate degree requirements are needed, BPEPMS candidates would return to their major after the TED credential courses are finished.

### **3.8.2 Math and Science Teacher (MAST) Program**

Candidates who are interested in earning a Single Subject Teaching Credential in a mathematics or science area are encouraged to pursue the MAST Program as a Junior or Senior at CSUEB. MAST participants would take the following courses as undergraduates: **TED 3001, 3007, and 3008**. Additional MAST requirements may be required. As noted previously, participants who complete the MAST program are guaranteed admissions to the CSUEB Single Subject teaching credential program provided they meet all the admissions requirements by the posted deadlines. MAST coursework in the teaching credential program would be the same as those for the Single Subject candidates.

## **3.9 Financial Aid Opportunities**

All candidates may apply for financial aid. Start by completing the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

If you have any questions or need an appointment with a CSUEB Financial Aid Officer, you may call the Student Financial Services at (510) 885-2784.

Examples of aid include grants, loans, and scholarships such as the following:

- Assumption Program of Loans for Education Basic APLE is \$11,000.
- TEACH Grant Program offers up to \$4,000 per year
- Noyce Scholarships
- MSTI Grants

More Financial Aid Information for Teachers through CSUEB is found at <http://www20.csueastbay.edu/ceas/Departments/ted/loans.html>.

More information regarding federal aid such as the Stafford & Perkins Federal Loan Forgiveness Programs is found at <http://StudentAid.ed.gov>.

### 3.10 Student Teaching under Contract: University Internships

Paid public school teaching opportunities for experienced candidates are listed on the hiring district's website or on an online job website like [www.EDJoin.org](http://www.EDJoin.org).

University Internships are one type of paid student teaching positions that are available to candidates who are **actively enrolled** in a University credential program. Some candidates have sufficient teaching backgrounds to apply for these certificated classroom teaching positions in Alameda and Contra Costa County public schools.

University interns share the same responsibilities as standard classroom teachers. They are accountable for the learning experience of the children under their direction. University Internship positions **must** match and support the candidates' credential objectives in accordance with the requirements of the University and CTC.

Enrolled candidates who desire University Internship positions find their own jobs. Most public school job openings are posted on the website: [www.EdJoin.org](http://www.EdJoin.org). Candidates must obtain University authorization from the Credential Coordinator **before** they are eligible to accept any job offers. University approval is not given automatically. Each internship job offer is carefully evaluated to ensure that the pupils at the school site will receive a quality education and that the candidate will engage in a fruitful teaching experience.

## 4.0 California Senate Bill 2042 Credential Programs

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### 4.1 Elementary School Teacher Preparation

#### 4.1.1 Standard Multiple Subject

This basic credential authorizes one to teach all subjects to a general population of students in a standard self-contained classroom, such as, those in most elementary schools in California.

#### 4.1.2 Dual Credentials: Multiple Subject & Education Specialist (TEDSPED)

This unique, dual emphasis program enables prospective standard classroom teachers to learn additional skills to meet the needs of students with special needs. It also enables prospective special education teachers to learn the foundations of general classroom education.

Candidates can earn both a Preliminary Multiple Subject Teaching and Preliminary Education Specialist Instruction (with a specialty in Mild-Moderate Disabilities or Moderate-Severe Disabilities) credential concurrently. One can participate in the TEDSPED program and earn just the Multiple Subject credential; however, written permission from a special education advisor is required to change to TED only. More information is available on the Teacher Education Department website: <http://www20.csueastbay.edu/ceas/Departments/ted/cred-programs-pro/ted-sped/index.html>.

### 4.2 Middle/High School Teacher Preparation

#### 4.2.1 Standard Single Subject

This basic credential authorizes one to teach a Single Subject to a general population of students in a Departmentalized classroom such as those in most middle schools and most high schools in California.

(Usually grades 6 – 12) Standard Content Areas

- Art\*
- English†
- History / Social Science
- Languages Other Than English (Hindi & Spanish)
- Mathematics (All Areas / Advanced)
- Music\*
- Physical Education\*‡
- Science (General & Integrated)\* including: Biology, Chemistry, Geological Sciences, and Physics

\* Also Departmentalized at some elementary schools in California.

† Applicants seeking a theater authorization apply for an English credential.

‡ Applicants seeking a dance authorization apply for a PE credential.

#### 4.2.2 Specialized Single Subject

The specialized credential authorizes one to teach a specific area of a subject such as mathematics or science.

- Foundational Mathematics (*Limited to teaching ONLY the foundation/introductory level courses in mathematics such as: General Mathematics, Algebra, Geometry, Probability & Statistics*)
- Foundational-Level General Science (*Limited to teaching ONLY the foundation/introduction level courses in science such as: General Science, Introductory Life Science, Introductory Physical Science*)
- Specialized Science (*Limited to teaching advanced levels in: Biology, Chemistry, Geological Sciences, Physics; one cannot teach general or integrated levels.*) **Please note that specialized science CSETs are no longer offered. This option is only available to someone who has already taken and passed these CSETs.**

## 5.0 Types of Credentials

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### 5.1 Preliminary Credential

This first teaching credential is earned upon completion of the Multiple Subject, Single Subject, or TEDSPED programs. Multiple Subject candidates must also pass the RICA (Reading Instruction Competence Assessment). This preliminary credential is valid only for five years. More instructions on how to apply for the preliminary credential is available in the program handbook for admitted candidates.

### 5.2 Clear Credential

Newly credentialed teachers have five years to complete an approved induction program. The Beginning Teacher Support & Assessment (BTSA) Induction program is facilitated through most school districts. For more details on BTSA Induction, see <http://www.btsa.ca.gov>.

For more information about the Masters in Education programs, contact the Teacher Education Department (510) 885-3027. Also visit [www.csueastbay.edu/teach](http://www.csueastbay.edu/teach) for more information.

## 6.0 Year At A Glance – Summer Entry

Year at a Glance – Multiple Subject 2016-2017		
	COURSE WORK	FIELD PLACEMENT
June	Classes begin June 20 – M-Th anytime between 9am and 6pm. Course schedule available in May.	Generally candidates have two field placements, one in lower elementary and one in upper elementary.
July	Classes continue – M - Th anytime between 9am and 6pm except on the 4th of July Holiday.	
August	Classes end around August 5; however official end of summer quarter is around 1 <sup>st</sup> week of September.	<b>First student teaching placements begin as early August 15.</b> Candidates are in their placements 4 mornings and 1 full day each week.
September	Fall quarter classes begin the 3 <sup>rd</sup> Wednesday in September. Expect classes to be 2 - 3 evenings a week, starting at 4:30 pm	First student teaching placement continues.
October	Fall classes continue.	First student teaching placement continues.
November	Fall classes continue; except University Holidays. Thanksgiving Week is NOT a University Holiday and classes do meet.	First student teaching placement continues.
December	Fall quarter ends around Dec 9	<b>First student teaching placement ends no later than Dec 9 (Note that partner school districts may request different ending dates.</b>
January	Winter quarter classes begin the first Monday in January. Expect classes 2 -3 evenings a week, starting at 4:30 pm	<b>Second teaching placement begins. (Exact start dates will vary according to the individual needs of our partner districts.)</b> Candidates are in their placements 3 mornings and 2 full days each week.
February	Winter quarter classes continue.	Second student teaching placement continues.
March	Winter quarter classes continue.	Second student teaching placement continues.
April	Spring quarter classes begin around April 1. Expect classes 2 -3 evenings a week, starting at 4:30 pm. PACT due mid-April	Second student teaching placement continues, <b>candidates are in their placement 5 full days a week.</b>
May	Spring quarter classes continue.	Second student teaching placement continues, two week solo takeover usually occurs in May.
June	Spring quarter ends around the 2 <sup>nd</sup> week in June.	Spring quarter ends around the 2 <sup>nd</sup> week in June.



The dates are approximate and may be subject to change. Certain school districts may have different calendars or use a different field placement model. Candidates in the SPED program will complete their TED field work at the end of winter quarter and have SPED field placement in the spring quarter.

<b>Year at a Glance – Single Subject 2016-2017</b>		
	<b>COURSE WORK</b>	<b>FIELD PLACEMENT</b>
June	Classes begin June 20 – M-Th anytime between 9 am and 6 pm. Course schedule available in May.	Generally candidates have two field placements, one in middle school and one in high school.
July	Classes continue – M - Th anytime between 9am and 6pm, except on the 4 <sup>th</sup> of July Holiday	
August	Classes end around August 5; however official end of Summer quarter is around the 1 <sup>st</sup> week in September.	First student teaching placements generally begin around Labor Day, but may begin as early as August 15. Candidates are in their placement 3 periods a day, five days a week.
September	Fall quarter classes begin the 3 <sup>rd</sup> Wednesday in September. Expect classes to be 2 - 3 evenings a week, starting at 4:30 pm.	First student teaching placement continues.
October	Fall classes continue.	First student teaching placement continues.
November	Fall classes continue; except University Holidays. Thanksgiving Week is NOT a University Holiday and classes do meet.	First student teaching placement continues.
December	Fall quarter ends around the 2 <sup>nd</sup> week in December.	First student teaching placement continues.
January	Winter quarter classes begin the first Monday in January. Expect classes to be 2 - 3 evenings a week, starting at 4:30 pm.	First student teaching placements ends around the MLK Holiday. Second teaching placement begins. Candidates are in their placements 3 periods a day 5 days a week
February	Winter quarter classes continue.	Second student teaching placement continues.
March	Winter quarter classes continue.	Second student teaching placement continues.
April	Spring quarter classes begin around April 1st. Expect classes to be 2 - 3 evenings a week, starting at 4:30 pm. PACT due early-April	Second student teaching placement continues, candidates are in their placements 5 full days a week.
May	Spring quarter classes continue.	Second student teaching placement continues, two week solo takeover usually occurs in May.

June	Spring quarter ends around the 2 <sup>nd</sup> week in June.	Spring quarter ends around the 2 <sup>nd</sup> week in June.
------	--	--

The dates are approximate and may be subject to change. In general, single subject candidates will have one placement in middle school and one in high school. This can occur in either placement period, there is no assumed hierarchy. However, certain school districts may have different calendars or use a different field placement model and certain single subject credentials (art, music, PE, and science) may have one placement in elementary school and the other in middle or high school.

## 7.0 Performance Assessment for California Teachers - PACT

---

Senate Bill 1209 (effective January 1, 2007), requires all Single Subject and Multiple Subject candidates to pass a Teacher Performance Assessment (TPA) prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate.

CSUEB Candidates submit the PACT Teaching Event during their final quarter in the program. The Teaching event entails planning a learning segment of about one week (approximately 3-5 lessons), including learning objectives for both the curriculum content and the development of academic language related to that content. Candidates submit lesson plans, copies of instructional and assessment materials, video clip(s) of their teaching, a summary of whole class learning, and an analysis of student work samples. Candidates also write commentaries describing the teaching context, analyzing their teaching practices, and reflecting on what they learned about their teaching practice and student learning.

The PACT Teaching Event is comprised of five tasks, aligned to the Teaching Performance Expectations. The following are the five PACT tasks, each of which has its own set of prompts:

### PLANNING

- Establishing a Balanced Instructional Focus
- Making Content Accessible
- Designing Assessments

### INSTRUCTION

- Engaging Students in Learning
- Monitoring Student Learning During Instruction

### ASSESSMENT

- Analyzing Student Work from an Assessment
- Using Assessment to Inform Teaching

### REFLECTION

- Monitoring Student Progress
- Reflecting on Teaching

### ACADEMIC LANGUAGE

- Understanding language demands
- Supporting academic language development

PACT is subject-specific. Single Subject candidates complete the PACT Teaching Event in their area of specialty. Multiple Subject candidates complete the PACT Elementary Literacy Teaching Event. Multiple Subject candidates also complete Content Area Tasks (CATs) in Math, Science and Social Studies as part of their Multiple Subject methods courses.

The PACT Teaching Events are scored by calibrated assessors using 12 subject-specific rubrics.

The CSUEB Teacher Education Department provides a great deal of support to prepare candidates for success on PACT. PACT Orientation classes conducted by trained instructor/assessors are provided throughout the year. Methods classes include Embedded Signature Assignments (ESAs) designed by faculty to prepare candidates for PACT. Additionally, video cameras can be borrowed free of charge and technical assistance workshops are offered to help candidates prepare their PACT videos.

Information including subject specific rubrics and candidate handbooks is available on the PACT website at <http://www.pacttpa.org>. Questions about PACT at CSUEB should be first directed to the TPA office at CSUEB. Again, more information on PACT/CATs and ESAs are provided in the CSUEB classes.

## **8.0 Credential Coursework**

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### **8.1 Multiple Subject TED Courses**

#### **Foundation & Pedagogy Courses**

5110 Computer Technology in the Classroom (3 units)

\*5311 Classroom Environment (2 units)

\*5351 Psychological Foundations of Education and Planning for Instruction (4 units)

\*5355 Equity and Diversity/Teaching English Learners A (4 units)

5366 Equity and Diversity/Teaching English Learners B (3 units)

5378 Teaching Special Populations in General Education (4 units) – NOT TAKEN BY TEDSPED CANDIDATES

#### **Curriculum & Instruction Courses**

5350 Curriculum and Instruction: Mathematics in the Elementary School (3 units)

\*5352 Curriculum and Instruction: Reading/Language Arts in the Elementary School A (3 units)

5356 Curriculum and Instruction: Reading/Language Arts in the Elementary School B (3 units)

5357 Curriculum and Instruction: Teaching Science, Health, and Safety in the Elementary School (3 units)

5360 Curriculum and Instruction: Reading/Language Arts and Social Studies in the Elementary School (4 units)

5376 Curriculum and Instruction: Physical Education Methods (1 unit)

5377 Curriculum and Instruction: Visual and Performing Arts Methods (2 units)

\*These four courses are needed in the Summer quarter before a candidate may apply for an internship teaching credential.

#### **Field Practicum**

5354 Student Teaching I (5 units)

5359 Student Teaching II (6 units)

5361 Student Teaching III (6 units) – NOT TAKEN BY TEDSPED CANDIDATES

#### **TPA Tasks Orientation**

5372 Orientation to TPA Subject-Specific Pedagogy Task I and Reflection on Field Practice (1 unit)

5373 Orientation to TPA Designing Instruction Task II and Reflection on Field Practice (1 unit)

5374 Orientation to TPA Assessing Learning Task and Reflection on Field Practice (1 unit)

5375 Orientation to TPA Culminating Teaching Experience Task and Reflection on Field Practice (1 unit)

#### **TPA Submission of Tasks**

5211 TPA Subject-Specific Pedagogy Task Assessment (1 unit)

- 5212 TPA Designing Instruction Task II Assessment (1 unit)
- 5213 TPA Assessing Learning Task III Assessment (1 unit)
- 5214 TPA Culminating Teaching Experience Task IV Assessment (1 unit)

**Total: 64 units; 47 instructional, 17 field**

**For candidates who do not pass the TPA (PACT):**

- 5061 TPA Subject-Specific Pedagogy Task I Tutorial (2 units)
- 5062 TPA Designing Instruction Task II Tutorial (2 units)
- 5063 TPA Assessing Learning Task III Tutorial (2 units)
- 5064 TPA Culminating Teaching Experience Task IV Tutorial (2 units)

**For candidates who did not pass two TPA (PACT) Tasks:**

- 5065 TPA Intensive Instruction (2 units)

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA (PACT).

## **8.2 EPSY Courses for TEDSPED Program**

**Mild-Moderate Disabilities or Moderate-Severe Disabilities – For course sequence and advising, contact the designated special education faculty advisor.**

- 5021 Intro to Educating all Students in Diverse Classrooms (4 units) – SUBSTITUTES FOR TED 5378
- 5126 Special Education Law and Program Design (4 units)
- 5125 / 5136 Educational Practices: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6120 Communication: Collaborative Teaming & Management (4 units)
- 6127 / 6137 Instructional and Behavioral Support: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6131 / 6142 Assessments: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6133 / 6140 Curriculum: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6124 Augmentative & Assistive Communication (4 units)
- 6129 Advanced Study in Collaborative Service Delivery, Education and Transition (4 units)
- 6134 Advanced Curriculum and Instruction: Mild-Moderate Disabilities (4 units)
- 6141 Social Networks & Communication for Students w/Autism Spectrum Disorders & Other Disabilities (4 units)
- 6143 Positive Behavior Supports (4 units)
- 6206 / 6207 Professional Practices: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6670 / 6671 Graduate Seminar: Mild-Moderate Disabilities / Moderate-Severe Disabilities (3 units)
- 6860 (Year 1 Spring) Advanced Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6862 (Year 2 Fall) Advanced Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6880 (Year 2 Winter) Fieldwork: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6880 (Final Quarter Spring) Student Teaching: Mild-Moderate Disabilities / Moderate-Severe Disabilities (4 units)
- 6999 Issues in Educational Psychology (2 units each, topics vary, quarterly)

## **8.3 Single Subject TED Courses**

### **Foundation & Pedagogy Courses**

- 5110 Computer Technology in the Classroom (3 units)

- \*5301 Psychological Foundations in Education (4 units)
- 5305 Social/Cultural Context of Education (3 units)
- \*5311 Classroom Environment (2 units)
- 5314 Teaching Special Populations (3 units)
- 5318 Professional Responsibilities (3 units)
- \*5320 Content Literacy (3 units)
- \*5326 Teaching English Learners (3 units)
- 5380 Classroom/School Health and Safety (2 units)

### **Instructional Methods Courses**

- \*5390 Instructional Methods for the S.S. Classroom I (3 units)
  - 5391 Instructional Methods for the S.S. Classroom II (2 units)
  - 5392 Instructional Methods for the S.S. Classroom III (2 units)
  - 5393 Instructional Methods for the S.S. Classroom IV (2 units)
- (These courses are being renumbered – the new numbers will be available prior to registration. The new numbers will reflect subject matter.)

The Instructional Methods courses are organized according to subject matter (i.e., Art, English, French, History/Social Science, Math, Music, Physical Education, Science, and Spanish). Regardless of cohort affiliation, Single Subject candidates enroll in the course series that matches their credential objectives. Methods classes are usually scheduled on Mondays.

\*These five courses are needed in the Summer quarter before a candidate may apply for an intern teaching credential.

### **Field Practicum**

- 5381 Field Experience A (7 units)
- 5382 Field Experience B (7 units)
- 5383 Field Experience C (7 units)

### **TPA Tasks Orientation**

- 5372 Orientation to TPA Subject-Specific Pedagogy Task I and Reflection on Field Practice (1 unit)
- 5373 Orientation to TPA Designing Instruction Task II and Reflection on Field Practice (1 unit)
- 5374 Orientation to TPA Assessing Learning Task and Reflection on Field Practice (1 unit)
- 5375 Orientation to TPA Culminating Teaching Experience Task and Reflection on Field Practice (1 unit)

### **TPA Courses for Assessments of TPA Tasks**

- 5211 TPA Subject-Specific Pedagogy Task Assessment (1 unit)
- 5212 TPA Designing Instruction Task II Assessment (1 unit)
- 5213 TPA Assessing Learning Task III Assessment (1 unit)
- 5214 TPA Culminating Teaching Experience Task IV Assessment (1 unit)

**Total: 64 units; 43 instructional, 21 field**

### **For candidates who do not pass the TPA (PACT)**

- 5061 TPA Subject-Specific Pedagogy Task I Tutorial (2 units)

5062 TPA Designing Instruction Task II Tutorial (2 units)

5063 TPA Assessing Learning Task III Tutorial (2 units)

5064 TPA Culminating Teaching Experience Task IV Tutorial (2 units)

**For candidates who did not pass two TPA Tasks:**

5065 TPA Intensive Instruction (2 units)

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA (PACT).

## **8.4 Team Schedules & Course Enrollment**

Candidates must follow their Team Schedules and enroll in the courses and student teaching for their teams. It is illegal for an un-enrolled person to participate in coursework or fieldwork. Failure to enroll in any course or fieldwork will result in No Credit and may cause one to be dropped from the Program. Re-admission is **not** guaranteed. Candidates must arrive **on time** for each class meeting such that they remain on the course rosters.

## **APPENDIX**

### **Appendix 1 –Frequently Referenced Links**

#### **Admissions Forms and Documents**

<http://www20.csueastbay.edu/ceas/cssc/index.html>, click on Credential Forms and Documents then Forms for Prospective Multiple Subject and Single Subject Teaching Credential Program

### **MyCSUEB**

Current students should be able to access their student account information, University admissions status, class schedule, and finances in their MyCSUEB, [www.my.csueastbay.edu](http://www.my.csueastbay.edu).

**Note: Department** admissions statuses are provided in writing by the CSSC.

### **Add a Credential to an Existing Credential (Added Authorization)**

<http://www20.csueastbay.edu/ceas/cssc/index.html>, click on Credential Forms and Documents then Forms for Prospective Multiple Subject and Single Subject Teaching Credential Program

## **Appendix 2 – CSUEB Program Contacts**

### **Multiple Subject Program Coordinator**

Kelly Moore, [kelly.moore@csueastbay.edu](mailto:kelly.moore@csueastbay.edu)

### **Single Subject Program Coordinator**

Dania Massey, [dania.massey@csueastbay.edu](mailto:dania.massey@csueastbay.edu)

### **Teacher Education Department Chair**

Dr. Eric Engdahl, [eric.engdahl@csueastbay.edu](mailto:eric.engdahl@csueastbay.edu)

### **History / Social Sciences**

Dr. Bridget Ford

Tel: (510) 885-3242, [bridget.ford@csueastbay.edu](mailto:bridget.ford@csueastbay.edu)

History/Social Science Subject Matter Program Information:

<http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-ted-ms-and-ss-social-science-subject-matter-information-sheet.pdf>

### **Math**

Dr. Kathy Hann

Tel: (510) 885-3887, [kathy.hann@csueastbay.edu](mailto:kathy.hann@csueastbay.edu)

Mathematics Subject Matter Program Information:

<http://www.csueastbay.edu/ecat/current/u-singsub.html#section1>

### **Music**

Dr. John Eros, [john.eros@csueastbay.edu](mailto:john.eros@csueastbay.edu)

### **Physical Education**

Dr. Rita Liberti (Last names A-L)

[rita.liberti@csueastbay.edu](mailto:rita.liberti@csueastbay.edu)

Dr. Zanean McClain (Last names M-Z)

[zanean.mcclain@csueastbay.edu](mailto:zanean.mcclain@csueastbay.edu)

Physical Education Teaching Option:

<http://www20.csueastbay.edu/ceas/Departments/kin/files/docs/PEToptionmajorcheck09101p.xls>

### **Other Contacts**

#### **Art**

CTC: [www.ctc.ca.gov](http://www.ctc.ca.gov)

#### **Foreign Languages**

CTC: [www.ctc.ca.gov](http://www.ctc.ca.gov)

#### **Science**

CTC: [www.ctc.ca.gov](http://www.ctc.ca.gov)



### **Bachelor's Plus Early Pathway to Multiple Subject Teaching**

Dr. Nancy Thompson, Director of Liberal Studies

[nancy.thompson@csueastbay.edu](mailto:nancy.thompson@csueastbay.edu)

### **Math and Science Teachers Program (MAST)**

<http://www20.csueastbay.edu/stemed/teacher-prep/support/fmstsp.html>

### **TEDSPED**

Dr. Linda Smetana, Program Coordinator – Mild-Moderate Disabilities

[linda.smetana@csueastbay.edu](mailto:linda.smetana@csueastbay.edu)

Dr. Jacki Anderson, Program Coordinator – Moderate-Severe Disabilities

[jacki.anderson@csueastbay.edu](mailto:jacki.anderson@csueastbay.edu)

Dr. Ann Halvorsen, Program Coordinator – Moderate-Severe Disabilities

[ann.halvorsen@csueastbay.edu](mailto:ann.halvorsen@csueastbay.edu)

### **CSUEB Testing Services**

Tel: (510) 885-2624

### **International Admissions Office**

Tel: (510) 885-7571

**Alameda County Office of Education:** [www.acoe.org](http://www.acoe.org)

**Contra Costa Office of Education:** [www.cccoe.k12.ca.gov](http://www.cccoe.k12.ca.gov)

**Appendix 3 – Prior Experience Verification Form – SAMPLE ONLY**

(Please obtain official form from website: [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc).)



CALIFORNIA STATE  
UNIVERSITY  
EAST BAY

CREDENTIAL  
Student Service Center

25800 Carlos Bee Boulevard, AE 235 Hayward, CA 94542  
510.885.2272 • 510.885.3250 (fax)  
[www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)

**EARLY FIELD EXPERIENCE VERIFICATION FORM**

First & Last Name \_\_\_\_\_ Last 4 SSN \_\_\_\_\_

Multiple Subject  Multiple Subject with Special Ed. (TEDSPED)  Single Subject in: \_\_\_\_\_

*Title 5 Regulations from the California State University Chancellor's Office requires each credential candidate to have participated in a supervised Early Field Experience in a public school classroom and/or classroom-like setting prior to application to a credential program. The Early Field Experience is designed to simulate the credential you are seeking so we may gain a preliminary assessment of your potential as a classroom teacher. You must have participated in an early field experience with a group(s) of school-aged children appropriate for the age group you are pursuing your teaching credential within the last 3 years.*

**To Be Completed by Supervisor or Teacher. Please Print.**

**A. Type of Early Field Experience:**

- |  |  |
|--|--|
| <input type="checkbox"/> After School Program Aide/Volunteer | <input type="checkbox"/> Teacher's Aide/Instructional Aide |
| <input type="checkbox"/> Substitute Teacher                  | <input type="checkbox"/> Teacher's volunteer               |
| <input type="checkbox"/> Boy Scouts, Girls Scouts, YMCA      | <input type="checkbox"/> Camp Counselor/Volunteer          |
| <input type="checkbox"/> Other: _____                        | <input type="checkbox"/> Coach                             |

**B. Name of Organization/School:** \_\_\_\_\_

**C. Approximate age of children:** From \_\_\_\_\_ years to \_\_\_\_\_ years old

**D. Number of Children:** Approximately \_\_\_\_\_

**E. Dates of Early Field Experience:** From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**F. Total hours:** \_\_\_\_\_

**G. Please explain what type of activities applicant lead/facilitated. Attach additional pages if necessary.**

Supervisor/Teacher name (print): \_\_\_\_\_ Position/Title: \_\_\_\_\_

Supervisor/Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return original form to applicant, for applicant to submit with application. No photocopies, faxes, or email versions will be accepted.**

**Appendix 4 – Statement of Purpose Coversheet – SAMPLE ONLY**

(Please obtain official form from website: [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc).)



CALIFORNIA STATE  
UNIVERSITY  
EAST BAY

CREDENTIAL  
Student Service Center

25800 Carlos Bee Boulevard, AE 235 Hayward, CA 94542  
510.885.2272 • 510.885.3250 (fax)  
[www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)

**Statement of Purpose Coversheet for Teaching Credential Programs**

\_\_\_\_\_  
^Last Name^

\_\_\_\_\_  
^First Name^

\_\_\_\_\_  
^Birth Name (If Different)^

\_\_\_\_\_  
^Term/Year Applying To^

**Check One:**

Multiple Subject  
Program

TEDSPED: Multiple Subject Program and  
Special Education - select one area:  
\_\_\_ Mild/Moderate Disabilities or  
\_\_\_ Moderate/Severe Disabilities


Single Subject Program  
Subject Area: \_\_\_\_\_

**Questions to answer:**

- A. Why do you want to work with groups of children between the ages of 5-11 or adolescents between the ages of 12-17?
  
- B. How does your background and/or experience inform your decision to pursue a credential that authorizes one to work with socially, culturally, and economically diverse groups of children in the State of California?

**Appendix 5 – Admissions Checklist – SAMPLE ONLY**

(Please obtain official form from website: [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc).)



**CALIFORNIA STATE UNIVERSITY**  
EAST BAY

**CREDENTIAL**  
Student Service Center

25800 Carlos Bee Boulevard, AE 235 Hayward, CA 94542  
510.885.2272 • [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc)

### Teaching Credential Program Admissions Checklist for Post Baccalaureate Applicants

Please use this checklist to ensure that you have included all of the appropriate materials in the application packet to send to the Credential Student Service Center. If you have any questions about any of the items, consult the current admissions handbook. Include this checklist in your envelope.  
For your records, make copies of your documents before submitting.

^ LAST / FAMILY NAME ^

^ FIRST NAME ^

^ BIRTH/GIVEN NAME (if Different) ^

^LAST 4-DIGITS of SOCIAL SECURITY NUMBER^

^TERM/YEAR APPLYING TO^

Multiple Subject    Single Subject in: \_\_\_\_\_

TED/SPED    Mild/Moderate disabilities or    Moderate/Severe disabilities

University Requirements		√
1	Submit a University Application at <a href="http://www.csumentor.edu">www.csumentor.edu</a> (and pay the \$55 application fee, if applicable). Print out confirmation page to show proof to department that you applied to the University.	
2	Transcripts - One set of official transcripts of all colleges/universities attended MUST be sent directly to Graduate Admissions.	
Department Requirements		
1	Submit a copy of the Admissions Checklist (this form) with your application.	
2	Submit a Department Application via <a href="http://www.csueastbay.edu/cssc">www.csueastbay.edu/cssc</a> .	
3	Include a copy of your California State University Application Confirmation page.	
4	Transcripts – Submit your official degree bearing transcript. If not available, submit an official Certificate of Completion letter from your university registrar's office. See handbook for more information. Please list the college or university where your Bachelor's degree was obtained from: _____	
5	GPA – Minimum undergraduate cumulative GPA of 2.67 or submit a Petition Waiver (more info at interview).	
6	Submit verification of Basic Skills Requirement (copy of CBEST scores or other report).	
7	Submit verification of Subject Matter Competency (copy of CSET scores or original Subject Matter Waiver letter).	
8	Provide verification of the U.S. Constitution Requirement (transcript or exam certificate printed in color).	
9	Submit Statement of Purpose with Coversheet	
10	Submit the Early Field Experience Verification Form(s) – verifying your 45-hours of field experience working with children.	
11	Submit Two Letters of Recommendation from someone observing you working with children.	
12	CTC Certificate of Clearance or valid CTC Document. Submit a copy of document with issuance date & document number printed from CTC website.	
13	Submit a copy of your Negative TB Test Report (good for 3 years).	

**Acknowledgement**  
Admission to any of the credential programs is based on meeting all requirements and the California budget. A reduction in the budget may reflect on not being able to admit all qualified applicants into the credential program.

I, \_\_\_\_\_, understand that failure to meet ALL requirements will disqualify me from admission into the credential program at California State University, East Bay.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

09/2015

**Appendix 6 – Degree Completion Letter – SAMPLE ONLY**

UNIVERSITY OF CALIFORNIA AT BERKELEY

OFFICE OF THE REGISTRAR 120 SPROUL HALL  
BERKELEY, CALIFORNIA 94720 510-642-1883

**Certificate of Completion of  
Undergraduate Degree**

This certifies that

**JOHN DOE**

HAS COMPLETED ALL REQUIREMENTS FOR THE DEGREE OF

**Bachelor of Arts**

AWARDED BY THE COLLEGE OF LETTERS AND SCIENCE

with a major in

**RELIGIOUS STUDIES**

At the next meeting of the appropriate academic board, this candidate will be reported by the undersigned as having met all requirements for the degree specified. Following the usual procedures, recommendation will be made to the Chancellor at Berkeley that the candidate receive the degree named effective

May 15, 2015

Not valid without OR seal

Certified by: JS

*Melita Hong*  
University Registrar

CSU EAST BAY  
MAY 01 2015  
CREDENTIALS

## **Appendix 7 – How to apply for a Certificate of Clearance**

### **HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE**

You must obtain a Certificate of Clearance or hold a valid Commission on Teacher Credentialing (CTC) issued document in order to be accepted to a credential program. **If you already hold a valid CTC issued document, you do not need to apply for a Certificate of Clearance.**

#### **Step I: Live Scan**

1. Using Internet Explorer, go to [www.ctc.ca.gov](http://www.ctc.ca.gov)
2. Under the “**CA Educators**” tab near the middle of the screen, select “**How to Apply**”
3. Click on “**Fee and Fingerprint Information**”
4. In the middle of the page, click on “**Live Scan form (41-LS)**”
5. Fill out and print three copies of this form
6. Complete your Live Scan at a Live Scan agency.

#### **Step II: Certificate of Clearance Application**

**Quick Tips** instructions regarding the application process can be found at:  
<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

1. Go to [www.ctc.ca.gov](http://www.ctc.ca.gov)
2. Click on “**Online Services for Educators**”
3. Follow the instructions at the “**Quick Tips**” link above to create a personal profile, apply and pay for the Certificate of Clearance. Be sure to select “**Certificate of Clearance**” as the type of document you wish to apply for. All steps must be complete in order for CTC to process your Certificate of Clearance.

#### **Step III: Verify that your Certificate of Clearance has been granted**

1. Once you receive an email from CTC stating that the Certificate of Clearance has been granted, this portion of your program application is complete.

**Note:** If two weeks go by and you have not heard from CTC, you can look up your status on their website:  
[www.ctc.ca.gov](http://www.ctc.ca.gov)

1. Click on “**Search for an Educator**”
2. Click on “**Secured Search**”
3. Enter your **social and date of birth**, then click “**Search**”
4. When the certificate is granted, you will see it listed under “**Document Title**”
5. If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact CTC regarding steps to take next. CTC staff can be reached at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

**Print out your document and submit to the Credential Student Service Center AE 235**

## **Appendix 8 – CSET Information**

***Please note: Test requirements are subject to change. Check the CTC's website for the most current test information. It is the applicant's responsibility to take the correct test.***

Complete Information, FAQs, and practice tests are found at [www.ctcexams.nesinc.com/about\\_cset.asp](http://www.ctcexams.nesinc.com/about_cset.asp). Candidates must take and pass all subtests.

### **Multiple Subjects consists of 3 subtests:**

- Subtest I (test code 101)
- Subtest II (test code 102)
- Subtest III (test code 103)

### **Art consists of 2 subtests:**

- Subtest I (test code 140)
- Subtest II (test code 141)

Subtest II requires the submission of photographs of examinee artwork at the test center. To allow sufficient time for examinees to prepare photographic material, the registration deadline for Subtest II is the regular registration deadline (late and emergency registration are not available for this subtest).

### **English consists of 4 subtests: (NOTE: Applicants seeking a theater authorization seek an English credential.)**

- Subtest I (test code 105)
- Subtest II (test code 106)
- Subtest III (test code 107)
- Subtest IV (test code 108)

### **Foundational-Level General Science consists of 2 subtests:**

- Subtest I (test code 118)
- Subtest II (test code 119)

A Single Subject Teaching Credential in Foundational-Level General Science authorizes teaching only in general, introductory, and integrated science (integrated science through Grade 8 only).

### **Foundational-Level Mathematics consists of 2 subtests:**

- Subtest I (test code 211)
- Subtest II (test code 212)

For the Single Subject Teaching Credential in Foundational-Level Mathematics, you must pass Subtests I and II. This credential authorizes teaching only in limited mathematics content areas: general mathematics, algebra, geometry, probability and statistics, and consumer mathematics.

### **Hindi Examination (test code 304)**

- Subtest I (test code 304)
- For the Single Subject Teaching Credential in Hindi, candidates must also pass the appropriate language assessment administered by a CTC-approved assessor agency. For more information, refer to the [Verifying Subject Matter Competence by Examination \(Single Subject\) leaflet CL-674S](#), on the CTC's website.

### **Mathematics consists of 3 subtests:**

- Subtest I (test code 211)
- Subtest II (test code 212)

- Subtest III (test code 213)

For the Single Subject Teaching Credential in Mathematics, you must pass Subtests I, II, and III. This credential authorizes teaching all mathematics coursework.

**Music consists of 3 subtests: (NOTE: CSUEB has an undergraduate music waiver program.)**

- Subtest I (test code 136)
- Subtest II (test code 137)
- Subtest III (test code 138)

Subtest II consists of two sections: (1) a multiple-choice section, presented in the test booklet provided on the day of the test administration for which you register, and (2) a video performance component. The video-recorded material for the video performance component must be submitted at the test center on the test date for which you are registered. To allow sufficient time for examinees to prepare video-recorded material, the registration deadline for this subtest is the regular registration deadline (late and emergency registration are not available for Subtest II).

**Physical Education consists of 3 subtests: (NOTE: CSUEB has a PE waiver undergraduate program. Applicants seeking a dance authorization seek a PE credential.)**

- Subtest I (test code 129)
- Subtest II (test code 130)
- Subtest III (test code 131)

**Science consists of 3 subtests:**

- Subtest I (test code 118)
- Subtest II (test code 119)
- Subtest III (**choose one of the following** test codes 120-123)
  - Biology/Life Science (test code 120)
  - Chemistry (test code 121)
  - Earth and Planetary Science (test code 122)
  - Physics (test code 123)

Subtests I and II cover general science content while Subtest III covers the candidate's area of concentration. A credential in this subject matter area authorizes teaching general and integrated science and the area of concentration. Science: Biological Sciences is the credential area for Biology/Life Science, and Science: Geosciences is the credential area for Earth and Planetary Science.

**Social Science consists of 3 subtests: (NOTE: CSUEB has an undergraduate social studies waiver program.)**

- Subtest I (test code 114)
- Subtest II (test code 115)
- Subtest III (test code 116)

**CSET subtests used toward a Single Subject Teaching Credential in Spanish:**

- Spanish Subtest I (test code 145)
- Spanish Subtest II (test code 146)

Spanish Subtest III (test code 147)