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1.0 Welcome

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

Two trademarks of our programs have earned us high marks from accreditation agencies and from our graduates:

- our cohort approach; and
- our year-long structure of supervised fieldwork with concurrent coursework.

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 through 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; and
- 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:

- NCATE: National Council for Accreditation of Teacher Education
- CTC: Commission on Teacher Credentialing

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.

Jeanette Bicais, Chair
Teacher Education Department

Summer 2013 Admissions Handbook for Teacher Education Credentials
2.0 California Senate Bill 2042 Credential Programs

2.1 Elementary School Teacher Preparation

2.1.1 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.

2.1.2 Spanish Bilingual - Multiple Subject BCLAD
IMPORTANT NOTE: This program is not available to new candidates until further notice.
The Spanish-BCLAD (Bilingual, Cross-cultural,Language, & Academic Development) authorized credential enables one to teach all subjects in a Spanish bilingual self-contained classroom in California public schools (usually grades K – 5).

Requirements: intermediate level Spanish language and literacy skill; two additional courses; at least one field placement in a Spanish bilingual standard elementary school classroom.

2.1.3 Dual Credentials: Multiple Subject & Education Specialist (TED/SPED)
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 an authorization in Mild-Moderate Disabilities or Moderate-Severe Disabilities) credential concurrently. One can participate in the TED/SPED program and earn just the multiple subject credential, however. More information is available on the Teacher Education Department website:

2.2 Middle/High School Teacher Preparation

2.2.1 Standard Single Subject
This basic credential authorizes one to teach a single subject to a general population of students in a departmentalized class 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 (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.

2.2.2 Specified Single Subject
The specified credential authorizes one to teach a specific area of a subject such as math or science.

- Foundational Level Mathematics (Limited to teaching ONLY the foundation/introduction 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.)

3.0 Types of Licenses

3.1 Preliminary Credential
This first teaching license is earned upon completion of one of the above programs. Multiple Subject candidates must also pass the RICA (Reading Instruction Competency Assessment) Exit Exam. This first level license is valid only for five years.

3.2 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. Web: http://www.btsa.ca.gov. At the time of printing, the Clear Credential Program at CSUEB is not accepting any new students. Please check back with us again in the future at www.csueastbay.edu/teach.

4.0 Program Highlights

4.1 Entry Times
Candidates may enter the Multiple Subject and Single Subject credential programs in January 2013 (Winter Quarter) and June 2013 (Summer Quarter). Entry times are subject to change depending on budgetary and/or programmatic issues.

4.2 Length of Programs
Most programs require a 12-month (4 quarters) full time commitment. The dual credential TED/SPED program requires a 17-month (7 quarter) commitment.
4.3 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 are options, as well.

4.4 Out-Of-State & Transfer Programs
CSUEB usually offers a “fifth year” program for teachers who are certificated in other states or countries. Contact the Credential Student Service Center at (510) 885-2272 for more information and availability.

Also, individuals who have already completed some SB 2042 credential coursework in CA may apply to CSUEB. A recommendation from the previous institution is needed.

At the time of printing, these two individualized programs at CSUEB are not accepting any new students. Please check back with us again in the future at www.csueastbay.edu/teach.

4.5 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’s 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 in Education programs, contact the Teacher Education Department (510) 885-3027, option 2. You can also visit their website at www.csueastbay.edu/teach.

4.6 Tuition Fees and Other Fees
Graduate tuition fees are discounted for credential candidates. Quarterly tuition fees & other fees* (full-time): $2,005. 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.

(*Subject to change without notice).

4.7 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.

4.8 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.

4.9 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 currently 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 Future Math and Science Teachers Scholars Program at http://www20.csueastbay.edu/stemed/teacher-prep/support/fmstsp.html. All FMSTSP participants who fulfill the program requirements and meet admissions requirements are guaranteed admissions into CSUEB Single Subject Teaching Credential program as a post-baccalaureate.

4.9.1 Bachelor’s Plus Early Pathway to Multiple Subject Teaching (BPEP MS)

Undergrads who are interested in becoming teachers should contact the Liberal Studies Department at (510) 885-3852 (for Multiple Subject). 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 BPEP MS candidates would complete their Liberal Studies major by the end of their Junior year and in the Senior Year (4th 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, BPEP MS candidates would return to their major after the TED credential courses are finished.

4.9.2 Future Mathematics and Science Teachers Scholars Program (FMSTSP)

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

4.10 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.

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
- MISTI Grants

More Financial Aid Information for Teachers through CSUEB is found at [http://www20.csueastbay.edu/ceas/departments/ted/loans.html](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](http://StudentAid.ed.gov).

### 5.0 For more information about the Master’s 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.

### 5.0 A Day in the Life of a Credential Candidate – Summer Entry

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<tr>
<th>SUMMER Entry: Sample Multiple Subject Schedule</th>
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### SUMMER ENTRY: Sample Single Subject Schedule

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<tbody>
<tr>
<td>7 – 8</td>
<td>• Fall Semester Placement •</td>
<td>• Spring Semester Placement •</td>
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<tr>
<td>8 – 9</td>
<td>Field Practicum A: 5 days a week</td>
<td>Field Practicum A (conclude):</td>
<td>Field Practicum B*:</td>
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<td>9 – 10</td>
<td>Assist 1 instructional hr.</td>
<td>Field Practicum B (begin):</td>
<td>5 days a week</td>
</tr>
<tr>
<td>10 – 11</td>
<td>Teach 2 instructional hrs.</td>
<td>5 days a week</td>
<td>Assist 2 instructional hrs.</td>
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<tr>
<td>11 – 12</td>
<td>Teach 2 instructional hrs.</td>
<td>Teach 3 instructional hrs.</td>
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<td>12 – 1</td>
<td>Solo-Teach in May/June:</td>
<td>10 consecutive full days</td>
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<td>1 – 2</td>
<td>All Teams: Summer</td>
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<td>2 – 3</td>
<td>Intensive</td>
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<td>3 – 4</td>
<td>Coursework: Monday Methods</td>
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<td>4 – 5</td>
<td>Coursework: Monday Methods</td>
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<td>5 – 6</td>
<td>Courses Mondays</td>
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### 6.0 Performance Assessment for California Teachers - PACT

Senate Bill 1209 requires all Single Subject and Multiple Subject candidates to pass a Teacher Performance Assessment 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, two video clips 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 (TE) is comprised of five tasks, aligned to the TPEs. 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
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: http://www.pacttpa.org/_main/hub.php?pageName=Home

6.1 Performance Assessment for California Teachers Policies

All candidates are required to purchase TaskStream, a software program used to submit the PACT. Information on purchasing and accessing TaskStream is available on Blackboard, the CEAS tab.

1 – Candidates will have one calendar year after they finish their coursework to pass the PACT. If they have not passed PACT by the end of spring quarter one year after completing the credential program, will be disqualified.

2 – Candidates who fail to submit two consecutive PACT Teaching Events will be disqualified.

3 – Candidates must earn a 2 or higher on 10 out of 12 PACT rubrics and cannot fail more than one of the five PACT task.

4 - Candidates who fail a PACT Teaching Event will have the opportunity to remediate and resubmit the Teaching Event.

5 – It is the candidate’s responsibility to submit (upload onto TaskStream) a video that can be viewed and heard by the assessor.

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7.0 Credential Coursework

7.1 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)

Curriculum & Instruction Courses

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

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

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

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

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

Field Practicum

5354 Student Teaching I (5 units)

5359 Student Teaching II (6 units)

5361 Student Teaching II (6 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 Submission of Tasks
5211 TPA Subject-Specific Pedagogy Task I 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 a TPA Task:
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

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA. Candidates who have failed the same TPA task twice or who have failed two or more separate TPA tasks will be required to enroll in this two-unit course.

7.2 EPSY Courses for TED/SPED Program

Mild / Moderate or Moderate / Severe
5126 SPED Law & Program Design (4 units)
5125 / 5136 Education Practices (4 units)
6120 Communication: Collab. Teaming & Man (4 units)
6127 / 6137 Inst. & Behavior Support (4 units)
6128 / 6860 Fieldwork (4 units)
6131 / 6142 Assessment (5 units)
6133 or 6140 Curriculum (4 units)
6870 Fieldwork Experience (3 units)
6800 / 6801 Special Ed. Student Teaching (8 units)
6820 / 6810 Graduate Seminar (2 units)
7.3 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)

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 Assessment (1 unit)
5212 TPA Designing Instruction Assessment (1 unit)
5213 TPA Assessing Learning Assessment (1 unit)
5214 TPA Culminating Teaching Experience Assessment (1 unit)

Total: 64 units; 43 instructional, 21 field

For candidates who do not pass a TPA Task:
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

The TPA Intensive Instruction course is designed to provide additional support to candidates who are experiencing difficulty in passing the TPA. Candidates who have who have failed the same TPA task twice or who have failed two or more separate TPA tasks will be required to enroll in this two-unit course.

7.4 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.

8.0 Instructions for Applying

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 CSSC and the steps outlined in this handbook are primarily related to department admissions. The university file is processed by the University Graduate Admissions Office 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 read all of the instructions and complete each step carefully. Please note that incomplete or late application packets will not be considered. Therefore, 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 some information may be subject to change. The applications are available online only and will be posted once the application period opens up.

### 8.1 Application Requirements

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<th>Requirement</th>
<th>To satisfy the requirement</th>
<th>Additional notes</th>
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<tr>
<td>1. Online application for university admissions at <a href="http://www.csumentor.edu">www.csumentor.edu</a>: for Post-baccalaureate status only. For BPEP MS applicants, disregard this item.</td>
<td>Submit confirmation page that shows the submission date of the CSU Mentor application.</td>
<td>Current CSUEB graduate/post-baccalaureate students do not need to re-apply to the University. They file a “Change of Objective” 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, but have not been enrolled for more than two quarters, you must submit a new University application.</td>
</tr>
<tr>
<td>2. Online application for department admissions, required for all programs, including BPEP MS applicants. Link is found at: <a href="http://www.csueastbay.edu/cssc">www.csueastbay.edu/cssc</a></td>
<td>Submit online department profile page and confirm you received a 'confirmation screen'.</td>
<td>No additional proof needed.</td>
</tr>
</tbody>
</table>
| 3. Grade point average of at least 2.67 in all baccalaureate and postbaccalaureate course work or a grade point average of at least 2.75 in the last 60 semester/90 quarter units attempted | Submit official bachelor’s degree-bearing transcript.  
University requires all official transcripts from all schools attended. Submit directly to Graduate Admissions.  
Department requires only the official bachelor’s degree-bearing transcript. Submit 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 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 for an example of a Certificate of Completion document.

4. **Statement of Purpose** that responds the prompt listed in the department application

   Respond to both of the following questions in **one** typed, double-spaced 300-500 word essay:

   1. 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)?

   2. How do 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 the state of California?

   You do not need to complete the statement of purpose on CSU Mentor. Simply type “Statement sent directly to department/program” on the CSU Mentor application.

   You may not indicate: “See university application” for the department packet.

   It is highly recommended that you save your essay and copy/paste the same essay to satisfy both the university and department requirements.

5. **Documented field experience** of at least 45 hours in a K-12 classroom or a documented field experience. At least 15 hours must be in a public school setting.

   Submit original prior field experience form.

   Use as many forms as needed to verify the total hours.
<table>
<thead>
<tr>
<th>Faith-based instruction is not acceptable.</th>
</tr>
</thead>
</table>

| 6. Demonstrated suitable aptitude for teaching in public schools | Submit two letters of recommendation on official letterhead, signed, and dated. | The recommenders should be the same as the individuals who observed your prior field experience. If you are unable to obtain letters from these individuals, outside letters are acceptable. The letters must be related to your experience working with children related to the credential sought. Academic letters of recommendation are not acceptable. |

| 7. 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). More information on the BSR is found at: [http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf) | Submit a legible copy of the official 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. If you would like your original score report returned, submit the original, a photocopy of the original, and a self-addressed stamped envelope. |

| 8. 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. | Interview is based on completeness of application packets and is mandatory. |

| 9. Certificate of clearance as evidence of having undergone the fingerprint and character and identification process required by the CTC: [http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf) | Submit printout from the CTC website that displays the document name, issuance date, and expiration date of an unexpired credential document, permit, or certificate. | Examples of CTC documents include, but are not limited to: Emergency 30-day sub permits, Short-Term Staff Permits, Child Development permits, and other documents for which a fingerprint clearance is required for issuance. |
10. **Subject matter competency** by the means appropriate to the preliminary credential sought:

   a. The multiple subject credential candidate shall have achieved a passing score on the California Subject Examination for Teachers;

   b. The single subject credential candidate shall have achieved a passing score on any California Subject Examination for Teachers that is required for the credential sought, or satisfactorily completed a subject matter program appropriate to the credential and approved by the CTC;

   c. The education specialist credential candidate (TEDSPED) shall have achieved a passing score on the California Subject Examination for Teachers – Multiple Subject.

   For Multiple Subject and TEDSPED:
   Submit a legible copy of the official CSET Multiple Subject full score report that indicates passage on all Subtests 101, 102, 103.

   For Single Subject: Submit either –
   1) Legible copy of the official CSET full score report that indicates passage on all subtests for the content area for the credential sought.
   2) Official subject matter waiver documentation from a CTC-approved subject matter program.

   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.

   A comparison and analysis of student transcripts from a non-CSU, non CTC-approved subject matter program shall not satisfy the CSU requirement for certifying subject matter competence.

11. **Negative Tuberculosis (TB) test results from past two years**

   Submit legible photocopy of your TB test results that include the date taken and date read.

   You must maintain current TB test results throughout your entire program. If your results expired during the program, you will need to retake the test to remain current.

   You may also be required to have more recent results by the fieldwork site.

   The TB requirement is separate than the CSUEB “Immunization Requirement” which is due by the end of your first quarter in the program.

12. **Demonstrated knowledge of the provisions and principles the United States Constitution:**

   a. an authorized exam in person (online exams are

   Submit one of the following:

   a. Make a photocopy of your personal, unofficial transcript. Circle the course(s) that you think may satisfy the U.S.
not acceptable by CSUEB); or

- b. an authorized college level course. (Most CSU grads have taken a course that meets the requirement).
- c. bachelor's degree earned from a CSU campus

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.

- b. Official score report showing passage of the US Constitution exam
- c. If verifying by CSU bachelor's degree, indicate this option on the checklist and do not submit an additional transcript.

### 13. Additional requirement for individuals with foreign coursework only

- Foreign transcript evaluation from approved CTC agency

Submit the official detailed foreign transcript evaluation. Review the CTC link to determine if an evaluation is required from you:

[http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf](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](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 CTC requirements must be fully met in order to begin the program.

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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.

**Documents Due by Application Deadline:**
- Department Application online at: [http://www20.csueastbay.edu/ceas/cssc/index.html](http://www20.csueastbay.edu/ceas/cssc/index.html)
- University Application online at: [www.csumentor.edu](http://www.csumentor.edu)

**Documents Due by Document Deadline:**
- Admissions Checklist
• Printout of Department Application Confirmation Email
• CSU Application Receipt
• Official U.S. Bachelor’s Degree-bearing Transcript. Provide Official Status of Degree Competition if work in progress (letter must come from Registrar’s Office). If Foreign course work completed, Official Foreign Transcript & Foreign Transcript Evaluation
• Basic Skills Proficiency (e.g., CBEST)
• Subject Matter Competency (e.g., CSET or approved subject matter waiver)
• U.S. Constitution Requirement
• Statement of Purpose with Coversheet
• Prior Experience Verification Forms and letters of recommendation
• CTC Certificate of Clearance
• Negative TB Test Report
• 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)

**Mailing address:**
Attn: Admissions Officer
Credential Student Service Center
Art & Education Building Room 235
California State University East Bay
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 volume of processing taking place, we cannot provide the 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, email CSSC at credentials@csueastbay.edu.

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### 9.0 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. 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.

**Contact Information**

Due to the high volume of processing of applications, we will not provide an application status over the phone or email. All applicants must provide a valid mailing address for which we will use to mail an application status letter to you via US Mail. Please submit a COMPLETE application packet by the Document Deadline.

Credential Student Service Center
Art & Education Building Room 235
California State University East Bay
25800 Carlos Bee Boulevard
Hayward, California 94542-3007
Tel: (510) 885-2272 Fax: (510) 885-3250

**9.1.1 Should I Contact CSSC or TED?**

Below is a table to help guide you to the appropriate contact, i.e., to contact the CSSC or the Teacher Education Department. Please be advised that all forms needed for the admissions process are posted on the CSSC webpage. Look at the LINKS Section below for a summary of frequently referenced links. The chart below covers the commonly asked items.

<table>
<thead>
<tr>
<th>Credential Student Service Center (510) 885-2272</th>
<th>Teacher Education Department (510) 885-3028</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test requirements – CBEST, CSET, RICA, etc.</td>
<td>All course-related questions – enrollment, class schedule, class locations. <strong>Note:</strong> The process of adding a credential to an existing credential is found on the Credential Forms and Documents webpage.</td>
</tr>
<tr>
<td>Fingerprinting requirements</td>
<td>Field placements – location, logistics, and other coordination matters related to student teaching and internships</td>
</tr>
<tr>
<td>Documents received – all applicants will receive a mailed summary page of the documents received. Due to the volume of inquiries, do not provide admissions statuses via phone or in person.</td>
<td>Master’s degree in Education – transfer of credential coursework to the master’s</td>
</tr>
</tbody>
</table>
Note: University admissions statuses are located in the MyCSUEB account. Department admissions statuses will be communicated in writing.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Credential requirements for internships</td>
<td>Withdrawing from the program – be sure that you have completed the university required steps as outlined by the university.</td>
</tr>
<tr>
<td>Submission of admissions documents</td>
<td>Grievances – Contact the Credential Coordinator, Dr. Eric Engdahl, <a href="mailto:eric.engdahl@csueastbay.edu">eric.engdahl@csueastbay.edu</a></td>
</tr>
<tr>
<td>Submission of credential application documents</td>
<td></td>
</tr>
<tr>
<td>Items required for individuals with foreign coursework</td>
<td></td>
</tr>
<tr>
<td>Admissions interviews</td>
<td></td>
</tr>
<tr>
<td>Requirements to add another credential – see next section.</td>
<td></td>
</tr>
</tbody>
</table>

9.1.2 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.

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

9.1.3 CSUEB Subject Matter Program Coordinators

History / Social Sciences

Dr. Bridget Ford
Tel: (510) 885-3242  
bridget.ford@csueastbay.edu

History/Social Science Subject Matter Program Information  
Math
Dr. Kathy Hann
Tel: (510) 885-3887
kathy.hann@csueastbay.edu

Mathematics Subject Matter Program Information
http://www.csueastbay.edu/ecat/current/u-singsub.html#section1

Physical Education
Dr. Rita Liberti (Last names A-L)
rita.liberti@csueastbay.edu

Dr. ZaNean McClain (Last names M-Z)
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

Foreign Languages
CTC: www.ctc.ca.gov

Science
CTC: www.ctc.ca.gov

Bachelors Plus Early Pathway to Multiple Subject Teaching
Dr. Jeanette Bicais
jeanette.bicais@csueastbay.edu

Future Math and Science Teachers Scholars Program
http://www20.csueastbay.edu/stemed/teacher-prep/support/fmstsp.html

TEDSPED
Dr. Linda Smetana
linda.smetana@csueastbay.edu

CSUEB Testing Services
Tel: (510) 885-2624

International Admissions Office
Tel: (510) 885-7571
Alameda County Office of Education: www.acoe.org

Contra Costa Office of Education: www.cccoe.k12.ca.gov

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# APPENDIX

**Appendix 1 – Prior Experience Verification Form – SAMPLE ONLY**

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

<table>
<thead>
<tr>
<th>Last / Family Name</th>
<th>First Name</th>
<th>Birth Name (If Different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Subject (M.S.) Program</td>
<td>Standard M.S.</td>
<td>M.S. with Spanish BCLAD</td>
</tr>
<tr>
<td>Single Subject (S.S.) Program</td>
<td>Specific Content Objective:</td>
<td></td>
</tr>
</tbody>
</table>

Dear Recommender,

The individual listed above is an applicant to the Teaching Credential program at California State University East Bay. Applicants must verify that they have completed successful classroom or classroom-like field experience prior to admission. Please complete and sign this form and attach it to your letter of recommendation. Please write your letter on formal letterhead. *(If you do not have formal letterhead, please attach your business card to the letter.)* Please describe the population that is served by your site. Please address the types of activities that you supervised or observed the applicant facilitate. Also describe the ways in which you observed the applicant interact with youth and colleagues at the site. Identify any areas that the applicant could improve. Finally, please include any other comments that regard the applicant’s pursuit of a license to teach in California public schools.

**To Be Completed by Recommender. Please Print.**

<table>
<thead>
<tr>
<th>Recommender’s Name:</th>
<th>Relationship to Applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommender’s Contact Information</td>
<td>Tel:</td>
</tr>
<tr>
<td>Name of Organization / Program:</td>
<td></td>
</tr>
<tr>
<td>Address of Organization:</td>
<td></td>
</tr>
</tbody>
</table>

| How long have you known the applicant? | |
| When did the applicant work/volunteer at the site? | |
| How many hours has the applicant worked/volunteered with youth at the site? | |
| What are the ages of the children with whom the applicant commonly volunteered/worked? | |
| How many children did the applicant commonly assist/direct at a single time? | |
| What type(s) of activity did the applicant commonly lead/facilitate with children at the site? | |

Please rate the applicant’s potential for becoming a successful public school teacher:

<table>
<thead>
<tr>
<th>Very Low</th>
<th>Below-Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Very High</th>
</tr>
</thead>
</table>

Recommender’s Signature and Date:
Appendix 2 – Statement of Purpose Coversheet – SAMPLE ONLY

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

<table>
<thead>
<tr>
<th>Check One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Subject (M.S.)</td>
</tr>
<tr>
<td>Standard M.S.</td>
</tr>
<tr>
<td>M.S. with Spanish BCLAD</td>
</tr>
<tr>
<td>M.S. with Special Education</td>
</tr>
<tr>
<td>Single Subject (S.S.) Program.</td>
</tr>
<tr>
<td>Specific Content Objective:</td>
</tr>
</tbody>
</table>

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 license that authorizes one to work with socially, culturally, and economically diverse groups of children in the state of California?
**Appendix 3 – Admissions Checklist – SAMPLE ONLY**

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

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**Teaching Credential Programs Admissions Checklist**

Please use this checklist to ensure that you have included all of the appropriate materials in the application pack you send to the Credential Student Service Center. If you have any questions about any of the forms, consult the current admissions handbook. Include this checklist in your envelope.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>First Name</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Given Name</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SSN</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Term Applying to</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**University Application Requirements**

1. Submit University Application at www.csumentor.edu (and pay $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 Application Requirements**

1. Admissions Checklist

2. Submit Department Application via www.csueastbay.edu/cssc

3. Include a copy of California State University Application Confirmation page

4. Transcripts – Submit the official degree bearing transcript. If not available, submit an official Certificate of Completion from university registrar’s office. Please list the college or university where Bachelor’s degree was obtained from:

5. GPA – Minimum undergraduate cumulative GPA of 2.67 or Petition Waiver (more info at interview)

6. Basic Skills Requirement

7. Subject Matter Competency

8. U.S. Constitution Requirement

9. Statement of Purpose with Coversheet


11. CTC Certificate of Clearance – Please submit copy of document with issuance date & document number.

12. Negative TB Test Report

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**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: ____________________________

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Appendix 4 – Degree Completion Letter – SAMPLE ONLY

UNIVERSITY OF CALIFORNIA, DAVIS

OFFICE OF THE UNIVERSITY REGISTRAR

July 8, 2011

CSU, East Bay
Planning Enrollment Management
23890 Carlos Bee Blvd.
Hayward, CA 94542

STUDENT:

COLLEGE: Agricultural and Environmental Sciences

MAJOR: Nutrition Science

OFFICIAL GRADUATION DATE: September 5, 2011 This date should be before program start date.

CERTIFICATE OF COMPLETION OF WORK

To Whom It May Concern:

A review of the above named student record indicates the major requirements for the Bachelor of Science degree was complete as of July 8, 2011.

Official conferral of the degree to the student's academic record will occur at the end of October 2011.

Any questions regarding this letter can be directed to the Office of the University Registrar at 530-752-7639.

ATTEST:

Frank Wada
University Registrar

FW: eml

ES JUL 12 2011