Table of Contents

1.0 Welcome .................................................................................................................. 5
2.0 California Senate Bill 2042 Credential Programs .................................................. 6
   2.1 Elementary School Teacher Preparation ............................................................. 6
       2.1.1 Standard Multiple Subject ........................................................................... 6
       2.1.2 Spanish Bilingual - Multiple Subject BCLAD .............................................. 6
       2.1.3 Dual Credentials: Multiple Subject & Education Specialist (TED/SPED) .......... 6
   2.2 Middle/High School Teacher Preparation ........................................................... 6
       2.2.1 Standard Single Subject ............................................................................. 6
       2.2.2 Specified Single Subject ............................................................................. 7
3.0 Types of Licenses ..................................................................................................... 7
   3.1 Preliminary Credential ......................................................................................... 7
   3.2 Clear Credential .................................................................................................... 7
4.0 Program Highlights ................................................................................................ 7
   4.1 Entry Times .......................................................................................................... 7
   4.2 Length of Programs .............................................................................................. 7
   4.3 Concurrent Fieldwork & Coursework ................................................................. 8
   4.4 Out-Of-State & Transfer Programs ..................................................................... 8
   4.5 Master's Degree Options ..................................................................................... 8
   4.6 Tuition and Fees ................................................................................................... 8
   4.7 Cohort Format ....................................................................................................... 8
   4.8 Alameda & Contra Costa Co. Service Areas ....................................................... 8
   4.9 Programs for Undergraduate Students ............................................................... 9
   4.10 Financial Aid Opportunities ............................................................................. 9
5.0 Winter 2011 Entry – Available to Multiple Subject Teaching Credentials Only .......... 10
6.0 A Day in the Life of a Credential Candidate – Summer Entry .................................. 11
7.0 Credential Program Coursework ........................................................................... 12
   7.1 Teacher Performance Assessment (TPA) ........................................................... 12
   7.2 Multiple Subject TED Courses .......................................................................... 12
       Foundation & Pedagogy Courses ........................................................................ 12
       Curriculum & Instruction Courses .................................................................... 13
       Field Practicum .................................................................................................... 13
APPENDIX........................................................................................................................................31

Appendix 1 – Prior Experience Verification Form – SAMPLE ONLY ..................................................31
Appendix 2 – Statement of Purpose Coversheet – SAMPLE ONLY .....................................................32
Appendix 3 – Admissions Checklist – SAMPLE ONLY .........................................................................33
Appendix 4 – Acknowledgement Page for Winter 2011 – SAMPLE ONLY ...........................................35
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:

1. our cohort approach; and
2. 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 masters 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:

1. A minimum grade point average of 3.0 for all program coursework;
2. Use of standard American English;
3. Basic technology literacy;
4. Successful teaching experience in the field; and
5. 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 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. Please note that the information in the handbook is subject to change without notice.

Dr. Jeanette Bicais, Chair

Teacher Education Department
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
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. More information is available on the Teacher Education Department website: [www.csueastbay.edu/teach](http://www.csueastbay.edu/teach).

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 Multiple Subject and an Education Specialist Instruction (Mild-Moderate or Moderate-Severe) 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: [www.csueastbay.edu/teach](http://www.csueastbay.edu/teach). University and Department Application Deadline: March 31.

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
- Mathematics (All Areas / Advanced)
- Music*
- Physical Education*
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.*)

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](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](http://www.csueastbay.edu/teach).

4.0 Program Highlights

4.1 Entry Times

Candidates may enter the Multiple Subject and Single Subject credential programs in mid January 2011 (Winter Quarter) and June 2011 (Summer Quarter). Entry times are subject to change depending on budgetary and/or programmatic issues. At the time of printing of this handbook, new information was released regarding Winter 2011. Please see the next section dedicated to information on Winter 2011 Entry.

4.2 Length of Programs

Most programs require a 12-month (4 quarters) full time commitment. The dual credential TED/SPED program requires an 18-month (6 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 and Fees
Graduate tuition is discounted for credential candidates. Quarterly tuition & fees* (full-time): $1,923. 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); or Diane Murkerjee of the Teacher Education Department, at (510) 885-3027, option 2 (for Single Subject).

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 includes 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/teach/loans.html.

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

For more information about the Master's in Education programs, contact the Teacher Education Department (510) 885-3027. Also visit www.csueastbay.edu/teach for more information.
### 5.0 Winter 2011 Entry – Available to Multiple Subject Teaching Credentials Only

Due to budget restraints, **the program will only begin if two conditions are met**: 1) CEAS receives additional funding for the program 2) adequate number of admitted candidates are able to begin coursework in Winter Quarter. If for whatever reason, the conditions are not met, then CSSC will contact the applicants to provide additional next steps including steps to obtain a refund for the university application fee. There is no department application fee.

<table>
<thead>
<tr>
<th>WINTER Entry: Sample Multiple Subject Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter: Jan. – Mar.</strong></td>
<td><strong>Spring: Mar. – Jun.</strong></td>
</tr>
<tr>
<td><strong>• Placement A •</strong></td>
<td><strong>• Placement B •</strong></td>
</tr>
<tr>
<td><strong>8 – 9</strong></td>
<td><strong>Field Practicum I</strong></td>
</tr>
<tr>
<td><strong>9 – 10</strong></td>
<td><strong>5 mornings + 1 full afternoons</strong></td>
</tr>
<tr>
<td><strong>10 – 11</strong></td>
<td><strong>Required Focus:</strong></td>
</tr>
<tr>
<td><strong>11 – 12</strong></td>
<td><strong>Day Team only.</strong></td>
</tr>
<tr>
<td><strong>12 – 1</strong></td>
<td><strong>HAYWARD</strong></td>
</tr>
<tr>
<td><strong>1 – 2</strong></td>
<td><strong>Day Team Only</strong></td>
</tr>
<tr>
<td><strong>2 – 3</strong></td>
<td><strong>Solo-Teach in May:</strong></td>
</tr>
<tr>
<td><strong>3 – 4</strong></td>
<td><strong>5 mornings + 1 full afternoons</strong></td>
</tr>
<tr>
<td><strong>4 – 5</strong></td>
<td><strong>Required Focus:</strong></td>
</tr>
<tr>
<td><strong>5 – 6</strong></td>
<td><strong>Day Team only.</strong></td>
</tr>
<tr>
<td><strong>6 – 7</strong></td>
<td><strong>Solo-Teach in Nov/Dec:</strong></td>
</tr>
<tr>
<td><strong>7 – 8</strong></td>
<td><strong>5 FULL Days</strong></td>
</tr>
</tbody>
</table>

### WINTER Entry: Sample Multiple Subject TEAM Options

Alameda County Schools Field Practicum

<table>
<thead>
<tr>
<th>Course Location</th>
<th>Course Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayward Hills – DAY</td>
<td>1:00pm (or later) Winter; Spring; Summer</td>
</tr>
<tr>
<td>(Not eligible for paid positions until Spring Qtr.)</td>
<td>4:00pm (or later) Fall</td>
</tr>
</tbody>
</table>

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1 Note that credential programs and sample schedules are subject to change due to budgetary or other constraints.
All other information provided in this handbook including curriculum, policies, and procedures is pertinent to Winter entry applicants as it is for Summer entry applicants.

Back to Table of Contents

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

### SUMMER Entry: Sample Multiple Subject Schedule

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 – 8</td>
<td>• Placement A •</td>
<td>Field Practicum I</td>
<td>Field Practicum II</td>
<td>Field Practicum III</td>
</tr>
<tr>
<td>8 – 9</td>
<td>5 mornings + 1 full afternoon</td>
<td>5 mornings + 2 full afternoons</td>
<td>5 full days</td>
<td></td>
</tr>
<tr>
<td>9 – 10</td>
<td>Focus: Reading &amp; Math</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 – 11</td>
<td>Solo-Teach in Nov/Dec:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 – 12</td>
<td>5 consecutive mornings +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 – 1</td>
<td>1 full afternoon</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1 – 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 – 3</td>
<td>HAYWARD Day Team Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 – 4</td>
<td>All Teams:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 – 5</td>
<td>Summer Intensive Coursework:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 – 6</td>
<td>(3-5 days per week)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 – 7</td>
<td>Coursework (3-4 afternoons per week)</td>
<td>Coursework (3-4 afternoons per week)</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>7 – 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUMMER ENTRY: Sample Single Subject Schedule

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

7.0 Credential Program Coursework

7.1 Teacher Performance Assessment (TPA)
CA Senate Bill 2042 requires that all candidates for a preliminary Multiple Subject and Single Subject Teaching Credential pass the CA Teaching Performance Assessment (CalTPA) in order to earn a teaching credential.

This assessment of teaching performance is designed to measure the candidate's knowledge, skills and ability with relation to California's Teaching Performance Expectations (TPEs) and is addressed in select courses of the program.

7.2 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)

**Spanish Bilingual BCLAD Courses**
5367 Bilingual Methods (3 units)
5371 Culture of the Latino Child (3 units)

**TPA Tasks Orientation**
5372 Orientation to TPA Subject-Specific Pedagogy Task I (1 unit)
5373 Orientation to TPA Designing Instruction Task II (1 unit)
5374 Orientation to TPA Assessing Learning Task (1 unit)
5375 Orientation to TPA Culminating Teaching Experience Task (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:**

7651 TPA Subject-Specific Pedagogy Task I Tutorial (1 unit)

7652 TPA Designing Instruction Task II Tutorial (1 unit)

7653 TPA Assessing Learning Task III Tutorial (1 unit)

7654 TPA Culminating Teaching Experience Task IV Tutorial (1 unit)

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

7656 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. 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.

### 7.3 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)

### 7.4 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 (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 (1 unit)

5373 Orientation to TPA Designing Instruction Task II (1 unit)

5374 Orientation to TPA Assessing Learning Task (1 unit)

5375 Orientation to TPA Culminating Teaching Experience Task (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)

**For candidates who do not pass a TPA Task:**
7651 TPA Subject-Specific Pedagogy Task I Tutorial (1 unit)
7652 TPA Designing Instruction Task II Tutorial (1 unit)
7653 TPA Assessing Learning Task III Tutorial (1 unit)
7654 TPA Culminating Teaching Experience Task IV Tutorial (1 unit)

**For candidates who did not pass two TPA Tasks:**
7656 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. 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.

7.5 **Earning an Undergraduate Degree and a Teaching Credential**

There are two routes to earn an undergraduate degree and a teaching credential: Bachelors Plus Early Pathway to Multiple Subject Teaching (BPEP MS) and Future Math and Science Teachers Scholars Program (FMSTSP).

Candidates who enter the teaching credential program as part of BPEP MS, complete the same courses as the post-baccalaureate candidates in the Multiple Subject program after admissions into the program.

Candidates who enter the teaching credential program as part of FMSTSP take TED 3001, 3007, 3008. Upon successful completion of the courses, candidates interview with the TED faculty and are in the TED applicant pool.

**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 (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**

3007 Field Experience A (1 unit)
3008 Field Experience B (1 unit)
5443 Student Teaching (4 units)
5444 Student Teaching (4 units)
5445 Student Teaching (4 units)

**TPA Tasks Orientation**

5372 Orientation to TPA Subject-Specific Pedagogy Task I (1 unit)
5373 Orientation to TPA Designing Instruction Task II (1 unit)
5374 Orientation to TPA Assessing Learning Task (1 unit)
5375 Orientation to TPA Culminating Teaching Experience Task (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)
For candidates who do not pass a TPA Task:
7651 TPA Subject-Specific Pedagogy Task I Tutorial (1 unit)
7652 TPA Designing Instruction Task II Tutorial (1 unit)
7653 TPA Assessing Learning Task III Tutorial (1 unit)
7654 TPA Culminating Teaching Experience Task IV Tutorial (1 unit)

For candidates who did not pass two TPA Tasks:

7656 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. 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.

7.6 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

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 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 Documents Required by Previous Applicants or Candidates

If you previously applied or began the coursework at CSUEB, please only submit documents that you have not previously submitted. *Below are three items needed from ALL applicants (new and re-applying):

- New University Admissions Application and Application Fee. If you want to reuse your Statement of Purpose from your previous application, please note in that section: PLEASE USE PREVIOUS STATEMENT OF PURPOSE.
- New Department Admissions Application (free and available online)
- Admissions Checklist with your updated information and signature pages
- *Acknowledgement Form (if applying for Winter 2011)

The remaining items required for admissions may be taken from your previous file if you do not submit updated information. Applicants from more than a year ago who did not begin our program may need to resubmit.
documents. For more details about the admissions requirements, please review the steps listed below. It is the applicant’s responsibility to ensure that all documents are received by the posted deadlines.

**Notes:**
- Transcripts – only from schools that you did not previously submit transcripts
- Interviews – If you were previously interviewed, you will not need to be re-interviewed. The Department will notify you if there is any change to this item.
- Prior Experience Forms and Letters of Recommendation – You may use previous letters of recommendation provided that they are within the specified timeframe required. Again, for more details about the admissions requirements, please review the steps listed below.

**Summary of Documents Received by Previous Applicants or Candidates**
After you submit a Department Application, you will be sent an admissions requirements sheet listing out all the items we already have on file for you. Due to the volume of processing taking place, we cannot provide the listing 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.

**8.2 Steps to Complete the Admissions Process**

**Step 1:** Review credential admission and program information on our website: [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc). It is highly recommended that you view the PowerPoint presentation slides (also available in PDF format) as a supplement to the Admission Handbook. If after you review the information and you still have questions, please contact the CSSC via phone or email.

**Step 2:** Collect official copies of all academic transcripts to verify your bachelor’s degree and all college coursework completed.

All applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. Arrange to have sent to you, two (2) official copies of your academic transcripts, from **ALL** of the higher education institutions you attended or are currently attending (request additional transcripts for yourself). If you are a CSU East Bay graduate and/or currently enrolled at the university, one (1) official set of your transcripts is still required for your application. **All official transcripts must be signed and sealed in your application packet when received by CSUEB.**

- **Foreign Transcripts**
  Applicants who earned a four (4) year bachelor’s degree or its equivalent at a higher education institution outside of the U.S. must have their transcripts evaluated by an agency authorized by the California Commission on Teacher Credentialing (CTC). A list of authorized agencies is available at [www.csueastbay.edu/cssc](http://www.csueastbay.edu/cssc).

- **English Language Exams**
  All applicants, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competence in English via one of the following: TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Request to have your official TOEFL or IELST score report sent directly to CSUEB International Admissions Office and also to you.
TOEFL: www.ETS.org/TOEFL
IELTS: www.IELTS.org

This requirement may be waived by presenting to CSUEB International Admissions Office:

1. an official transcript showing graduation with a bachelor's degree from a U.S. college or university; or
2. an official transcript from an international college or university indicating English is the principal language of instruction; or
3. an official letter from the college or university certifying that English was the language of instruction.

Enclose a copy of either your exam score report or your waiver documentation in your application packet.

For more information:

- CSUEB Testing Services (510) 885-2624
- CSUEB International Admissions Office (510) 885-7571

Step 3: Calculate your GPA

All credential program applicants must have an overall undergraduate GPA of 2.67 or a GPA of 2.75 in the last 60-semester or 90-quarter units of baccalaureate work. Review your personal copies of your transcripts. Applicants with lower GPAs may be eligible to petition for a waiver at the time of their admission interviews.

Step 4: Request official documentation of your subject-matter competency

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

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

A subject matter competency information sheet for your credential objective is available on our website. CSET scores are valid for 5 years.

Multiple Subject applicants demonstrate subject-matter competency by passing CSET Subtests: 101; 102; and 103. www.CTCexams.nesinc.com.

Summer Entry 2011

Must take CSET exam by March 12, 2011 in order to be eligible for Top Priority and Priority admission. You must take the CSET exam on May 7, 2011 for provisional consideration if space is available.

Step 5: Request official documentation of your basic educational skills proficiency

Applicants usually meet this requirement by passage of the California Basic Educational Skills Test (CBEST). The scores for this exam do not expire.

- Proficiency is verified by submission of one of the following:
  1. passing CBEST score report
2. passing CSET Writing Skills subtest #142 score report, in lieu of CBEST (Multiple Subject Applicants only)
3. passing basic skills test from another state
4. results on CSU EAP – Math and English result: “College Ready” or “Exempt”
5. CSU Placement Test results – Entry Level Math (ELM): 50 and English Placement Test (EPT): 151

www.CTCexams.nesinc.com

Summer Entry 2011
Must take CBEST exam by February 5, 2011 for Top Priority and Priority admission. You must take the CBEST exam on April 9, 2011 for provisional consideration if space is available.

Request to have a report of your official test scores sent directly to CSUEB and also to you. Make a photocopy of your official paper score report (that you receive in the mail) to enclose in your application packet. The final dates to verify passing scores is April 15 (Summer Entry).

Other options to meeting the BSR are found at the CTC’s website at:
http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf

Step 6: Verify your knowledge of the United States Constitution.
All applicants must meet the state requirements for knowing the provisions and principles the United States Constitution. Meet the U.S. Constitution requirement by passing:

1. an authorized exam in person (online exams are not acceptable by CSUEB); or
2. an authorized college level course. (Most CSU grads have taken a course that meets the requirement).

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

Alternately, take the U.S. Constitution exam and request to have an official score report sent both to CSUEB and to you. The following agencies administer the U.S. Constitution exam: Alameda & Contra Costa County Offices of Education; CSUEB Testing Services; Notre Dame de Namur University in Belmont; Lee Clark in Santa Clara; and JFK University in Orinda. Contact the agencies directly for more information.

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

Step 7: Verify your pre-admission field experience with youth. Solicit recommendations.
A minimum of forty-five (45) hours of successful classroom or classroom-like field experience with children ages five (5) to eleven (11) for the Multiple Subject program or adolescents ages twelve (12) to seventeen (17) for the Single Subject program is required for admission. If you are applying to the Single Subject credential program in Art, Physical Education or any of the Sciences, your experience may be completed with children ages five (5) to eleven (11) as elementary schools employ teachers in these subject areas.
At least fifteen (15) of the forty-five (45) hour minimum must have been completed in a public school classroom within the last two (2) years. Acceptable public school experience includes work as a substitute teacher, para-educator, instructional aide, or classroom volunteer. The experience can be from a paid or non-paid position.

The remaining thirty (30) of the forty-five (45) hour minimum must have been satisfied within the last three (3) years. These hours may be completed in public or private school settings; in community-based venues such as the YMCA/YWCA or a park recreation center; or in structured summer camp, after-school, or other formally organized programs. One-on-one tutoring under the direct supervision of a site official is also acceptable. (Faith-based instruction excluded).

Submit one or more letters of recommendation from each site that documents your successful completion of pre-admission field experience. A minimum total of two (2) letters of recommendations is required. Each letter must be on formal letterhead and signed by the site official(s) who observed you interact with youth of the appropriate age range. An Experience Verification Form must be completed by the recommender(s) and attached to the front of each letter. All letters and forms must be submitted and/or hand-delivered on or before the date of your Admission Interview.

**Step 8: Write your Statement of Purpose.**

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?

Attach the coversheet to your essay and enclose it in your application packet.

**Step 9: Complete an Online CSU System Application.**

All applicants must apply online to the CSU system for graduate admissions. The website to apply is www.csumentor.edu. Apply only during the application period for the Summer program. An application fee is required.

**Print a copy of your CSU Mentor confirmation page to include in your application packet.** Current CSUEB graduate students do not re-apply to the University. They file a “Change of Objective” form with the CSUEB Admissions Office.

**Step 10: Complete an Online Teacher Education Department (TED) application.**

All applicants must complete an online TED application in addition to the CSU system application. Apply only during the application period for the program you will immediately enter (Summer program). NO fee is required.

**Make a paper copy of your online TED application receipt that you receive via email to include in your application packet.**
Step 11: Compile all of your materials. Submit your application packet by the designated deadlines.
Program admissions is highly competitive so we strongly encourage you to turn in as many items as possible. Please note that in order for your application to be processed, the following documents must be enclosed in one large envelope and postmarked or delivered by 5 PM to the Credential Student Service Center.

**Documents Due by Application Deadline:**
1. Admissions Checklist
2. CSU Application Receipt
3. Printout of Department Application Confirmation Email
4. Official U.S. Transcripts or Official Foreign Transcript & Foreign Transcript Evaluation
5. Statement of Purpose with Coversheet
6. Prior Experience Verification Forms and letters of recommendation

**Documents Due by Document Deadline:**
1. English Language Exam Score Report or Waiver (if required)
2. Completed Bachelor’s Degree (official transcript) or Provide Official Status of Degree Completion (letter from Registrar’s Office)
3. U.S. Constitution Requirement
4. Fingerprint Clearance
5. Negative TB Test Report

**Documents Due by Exam & Waiver Deadline:**
1. Basic Skills Proficiency (e.g., CBEST)
2. Subject Matter Competency (e.g., CSET or approved subject matter waiver)

**Documents Due by End of Your First Quarter in the Program:**
1. Immunization Report (sent to CSUEB Student Health Services)

<table>
<thead>
<tr>
<th>TOP PRIORITY ADMISSION</th>
<th>Application Deadline</th>
<th>Document Deadline</th>
<th>Exam &amp; Waiver Deadline*</th>
<th>Interview</th>
<th>Notification of Admission Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PRIORITY ADMISSION</th>
<th>Application Deadline</th>
<th>Document Deadline</th>
<th>Exam &amp; Waiver Deadline*</th>
<th>Interview</th>
<th>Notification of Admission Status</th>
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</tr>
<tr>
<td>* score report and/or subject matter waiver must be submitted by this date in order to be eligible for an interview</td>
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<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Mailing address:**
Attn: Admission Officer  
Credential Student Service Center  
Art & Education Building Room 235  
California State University East Bay  
25800 Carlos Bee Boulevard  
Hayward, California 94542-3007

**Step 12: Interview with TED faculty members**
All applicants must interview with TED faculty. Applicants will be notified via email to schedule an interview appointment. Interviews are usually scheduled approximately one (1) to three (3) weeks after the credential program application period ends. If you do not receive notification, contact the CSSC: (510) 885-2272.

Applicants are expected to demonstrate professional behavior at the interview. Some applicants may be asked to seek assistance in refining their oral language and/or communication skills in standard American English.

Interviewers assess applicants on:

- Verbal Language Skills  
- Maturity  
- Thoughtfulness of Responses  
- Critical Thinking Strategies  
- Listening Skills  
- Capacity for Reflection  
- Professionalism  
- Subject Matter Knowledge  
- Confidence  
- Nonverbal Body Language  
- Enthusiasm  
- Disposition with Others

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.

[Back to Table of Contents]
9.0 Additional Information on Admissions Requirements

Documentation of these requirements is also required by public schools.

Step 1: Submit a Criminal History Certificate of Clearance

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

A list of authorized fingerprinting services can be downloaded from the California Office of the Attorney General Website at: http://ag.ca.gov. Click on the link titled “Programs A-Z” and then select the link titled “Fingerprint Submissions”.

To determine if your Certificate of Clearance has already been filed with the Commission, check your permit/credential status on the CTC Website at: https://teachercred.ctc.ca.gov. Click on the link titled “Search for a Teacher's Application Status and Credentials Held”. Input your information. The website will generate a list of your CTC registered permits and/or credentials.

If you hold a valid CTC license or permit, you may submit a copy of the document as proof of your Criminal History Clearance. Carefully examine your license or permit to determine the expiration date.

Documentation is due by the Document Deadline.

Step 2: Submit an Official Negative Tuberculosis Test Report

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

Step 3: Submit Verification of Up-To-Date Immunizations

Each applicant who is admitted into a CSUEB credential program must also submit documentation of measles/rubella immunization. An official, signed immunization report from a physician can be submitted as verification of one’s immunity. A copy of the report must be filed with the CSUEB Student Health Center (510) 885-3735. Documentation is due by the end of the first quarter in the program.

10.0 Student Teaching under Contract: University Internships

Paid public school teaching opportunities for experienced candidates: 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 their faculty Team Leaders 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.

Back to Table of Contents
### Timeline & Contact Information

#### 10.1 Timeline for Summer 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer Entry 2011</th>
</tr>
</thead>
</table>
| Last Exam Dates                                        | CBEST: February 5, 2011  
|                                                        | CSET: March 12, 2011 |
| University and Department Application Period            | November 1, 2010 - March 31, 2011 |
| CSUEB's Admissions Document Deadline                   | Deadline to submit a complete Bachelor's Degree (official transcript) or Provide Official Status of Degree Completion (letter from Registrar's office)  
|                                                        | Deadline: April 30, 2010 |
| General Timeframe for Admission Interviews              | February – April 2011  
|                                                        | (actual dates will vary) |
| Final Document Deadline                                 | April 30, 2011  
|                                                        | Submit by 5:00pm verification of your:  
|                                                        | · Completed Bachelor's Degree  
|                                                        | · Basic Skills Proficiency (CBEST)  
|                                                        | · Subject Matter Competency (CSET)  
|                                                        | · U.S. Constitution Requirement  
|                                                        | · Fingerprint Clearance  
|                                                        | · Negative TB Test Report |
| First Day of Program                                    | Monday June 20, 2011 |
| Supervised Field Placement I                            | M.S.: Early September - December 2, 2011  
|                                                        | S.S.: Early to mid September - January 20, 2012  
|                                                        | *actual dates may vary |
| Supervised Field Placement II                           | M.S.: January 17 - May 25, 2012  
|                                                        | S.S.: January 23 - June 1, 2012  
|                                                        | *actual dates may vary |
| Last Day of Program Coursework                          | June 8, 2012  
|                                                        | *actual dates may vary |
10.2 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

10.2.1 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</th>
<th>Teacher Education Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>(510) 885-2272</td>
<td>(510) 885-3028</td>
</tr>
<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. Do to the volume of inquiries, do not provide admissions statuses via phone or in person. <strong>Note:</strong> University admissions statuses are located in the MyCSUEB account. Department admissions statuses will be communicated in writing.</td>
<td>Master's degree in Education – transfer of credential coursework to the master's</td>
</tr>
<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>
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<tr>
<td>-----------------------------------------------</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>

### 10.2.2 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

### 10.2.3 CSUEB Subject Matter Evaluators

**TEDSPEED**

Dr. Linda Smetana  
linda.smetana@csueastbay.edu

**History / Social Sciences**

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

History/Social Science Subject Matter Program Information  

**Math**

Dr. Katherine 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 Mclain (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

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

Back to Table of Contents
APPENDIX

Appendix 1 – Prior Experience Verification Form – SAMPLE ONLY

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

Prior-Experience Verification Form

Applicant: Provide a copy of this form to each recommender.

<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.

Recommender’s Name: __________________________
Relationship to Applicant: ______________________
Recommender’s Contact Information
Tel: __________________________ E-Mail: ______________________
Name of Organization / Program: ______________________
Address of Organization: ______________________

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: ______________________

Back to Table of Contents
Appendix 2 – Statement of Purpose Coversheet – SAMPLE ONLY
(Please obtain official form from website: www.csueastbay.edu/cssc.)

Statement of Purpose Coversheet

^ LAST NAME ^  ^ FIRST NAME ^  ^ BIRTH NAME (If Different) ^

Check One:

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

Admissions Checklist

Please use this checklist to ensure that you have included all of the appropriate materials in the application packet you send to the Credential Student Service Center. Be certain to include this list in your envelope.

\[ ^{\text{LAST / FAMILY NAME}} \]  \[ ^{\text{FIRST NAME}} \]  \[ ^{\text{BIRTH/GIVEN NAME (If Different)}} \]

‘LAST 4-DIGITS of SOCIAL SECURITY NUMBER’

- [ ] Multiple Subject (M.S.) Program  - [ ] Standard M.S.
- [ ] M.S. with Spanish BCLAD  - [ ] M.S. with Special Education

- [ ] Single Subject (S.S.) Program  - [ ] S.S. Content Objective:

Teacher Education Department Application

- [ ] I applied online to the Teacher Education Department.

California State University Application Confirmation Page

- [ ] I applied online to CSU East Bay. I have enclosed a printed copy of my application confirmation page.

Official Sealed Transcripts & Verification of Bachelor’s Degree

- [ ] I have enclosed 2 official (sealed) transcripts from all higher education institutions I listed in my applications.
- [ ] I have also enclosed verification that I will hold a baccalaureate degree by the deadline.

List of all higher education institutions attended:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

Complete this section only if you received your undergraduate degree from an institution outside of the United States

- [ ] I earned my undergraduate degree outside of the U.S. I have enclosed a photocopy of my foreign transcripts and an official evaluation of my foreign transcripts.
- [ ] I have enclosed a copy of my passing TOEFL or IELST score report.
- [ ] I am exempt from the TOEFL or IELST exams. I have enclosed a copy of the waiver documentation that I presented to the CSUEB International Admissions Office.
Basic Skills Requirement (verified by submission of one of the following)
☐ I have enclosed a copy of my CBEST score report.
☐ I have enclosed a copy of my CSET Writing Skills subtest #142 score report, in lieu of CBEST (Multiple Subject only)
☐ I have enclosed a copy of my basic skills test score report from another state.
☐ I have enclosed my results on CSU EAP test – Math and English result: "College Ready" or "Exempt"
☐ I have enclosed my CSU Placement Test score reports showing a score of 50 on Entry Level Math (ELM) test and 151 on the English Placement Test (EPT).
☐ I have not yet completed the Basic Skills Requirement. My exam scores will be ready on: ____________

Subject Matter Competency Verification
☐ I am applying to the Multiple Subject program. I have enclosed a copy of my CSET score report.

☐ I am applying to the Single Subject program. I have enclosed one of the following:
   ☐ a) An official, signed coursework evaluation that demonstrates 100% subject matter competency
   ☐ b) A copy of my CSET score report.

☐ I have not yet completed this requirement. Before the deadline, I plan to: ___________________________

U.S. Constitution Requirement
☐ I have enclosed a photocopy of an un-official transcript. I circled the course that I think meets the requirement. (U.S. History to 1877; American Government; Political Science; etc). Please include course description.

☐ I have enclosed official verification of my passing U.S. Constitution exam scores.

☐ I have not yet met this requirement. Before the deadline, I plan to: ___________________________

Statement of Purpose
☐ I have enclosed my essay. The coversheet is attached to the front of the document.

Pre-Admission Field Experience
☐ I have enclosed a verification form and a letter of recommendation from each of the sites where I worked with youth ages 5 – 11 (Multiple Subject) or ages 12 – 17 (Single Subject).

☐ I have not yet completed this requirement. I will submit my forms and letters by my interview date.

Recommenders (Who will author your letters of recommendation and verify your hours of experience?)
1. __________________________ 2. __________________________

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.

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

Signature: __________________________ Date: __________________________

10/14/10 2 of 2
Appendix 4 – Acknowledgement Page for Winter 2011 – SAMPLE ONLY
(Please obtain official form from website: www.csueastbay.edu/cssc.)

Winter 2011
Multiple Subject Teaching Credential program only

Due to budget restraints, the credential program will only begin if two conditions are met:
1) the College of Education and Allied Studies receives additional funding for the program, and
2) an adequate number of admitted candidates are able to begin coursework in Winter quarter.

I, ____________________________, have read and understand the statement above.

Signature: ____________________________ Date: ____________

10/14/10

CSSC