Questions Regarding Multiple and Single Subject Teaching Credential Program Admissions

Updated April 14, 2010

Q: Where can I receive/pick-up/locate the department admissions application for the Single or Multiple Subject Teaching Credential program?

A: Go online to: www.csueastbay.edu/cssc. Underneath the photos, select on “Summer 2010 Teacher Credential Admissions” link. Read the whole page before proceeding to the NEXT button at the bottom of that web page.

Q: How do I submit the CSU University Admissions Application?

A: Go online to: www.csumentor.edu.

What are the applicable admissions deadlines?

A: March 31st and April 30th, respectively, see below for list of items due by each date.

Documents Due by Application Deadline, March 31st:

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\(^1\) and Letters of Recommendation
7. English Language Exam Score Report or Waiver (if required)

Documents Due by Document Deadline, April 30th (note: these may be submitted with your application packet):

1. Completed Bachelor’s Degree (official transcript) or Provide Official Status of Degree Completion (letter from Registrar’s Office)
2. Basic Skills Proficiency (e.g., CBEST)
3. Subject Matter Competency (e.g., CSET or approved subject matter waiver)
4. U.S. Constitution Requirement
5. Fingerprint Clearance
6. Negative TB Test Report

Q: Where can I obtain the forms necessary for the admissions process?

A: You can obtain the forms either at the Department Application link at www.csueastbay.edu/cssc or you can obtain all forms at the Credential Forms and Documents link located on the left-side navigation on the CSSC’s home

\(^1\) Letters of recommendation and Prior Experience Verification Forms are due no later than at the time of one’s interview.
Q: How many letters of recommendation are required?

A: A total of two letters of recommendation are required for the department. One or both of your recommenders may serve as individuals who are verifying your Prior Experience. Keep in mind that you may have more than two letters if more than two forms are needed to verify your total hours of experience.

Q: On the CSU Mentor online application, it says I need to submit 3 letters of recommendation.

A: Leave it blank! Disregard that requirement since the teaching credential programs only require a total of two letters of recommendation for the department.

Q: What is the Prior Experience Verification requirement?

A: 45-hours working with age-appropriate children are required for admissions. This experience is outlined in detail in the Admissions Handbook located at the Department Application link at www.csueastbay.edu/cssc or you can obtain the Admissions Handbook at the Credential Forms and Documents link located on the left-side navigation on the CSSC’s home page, http://www20.csueastbay.edu/ceas/cssc/forms-and-docs/index.html. Look under “Forms Related to Prospective Multiple Subject/Single Subject Teaching Credentials”.

The Prior Experience Verification Form is required to be submitted as a coversheet to the letter of recommendation. It is not enough to just submit the Prior Experience Verification Form without a letter. You may submit as many Prior Experience Verification Forms and letters of recommendation as needed to verify your 45-hours of experience.

Q: What is the Immunization Requirement?

A: That all candidates for the Multiple Subject (with or without BCLAD), Single Subject, and TEDSPED, meet the CSU immunization requirement by submitting appropriate documentation to Student Health Services anytime before they’re admitted or within the first quarter in their program. Immunization information is found at: http://www20.csueastbay.edu/students/campus-life/shs/forms-resources/immunizations.html or by calling (510) 885-3735.

2010 Teaching Credential Handbook Information

Our Credential Admissions Handbook does list the immunization requirement as part of the April 30th deadline and this will be clarified on the website so that all candidates are aware that this is not an admissions requirement. We will have this reworded in for the future admissions cycles.

CSSC highly encourages candidates to take care of the immunization requirement as soon as possible; however, the immunization form is not a credential admissions requirement. Not having a form turned in does not negatively affect an admissions decision. Moreover, the immunization requirement is not tracked by CSSC, it is tracked by the University Records office. A registration hold will be placed by University Records for the second quarter if the student does not meet immunization requirements.

Q: Where do I send my completed application packet?

A: Attn: Admission Officer
Q: Should I mail in or physically walk-in to drop off my application packet?

A: It’s your choice. Due to the high volume of processing, we will not be reviewing packets on the spot. You must have your packets postmarked by the applicable deadlines. No late or incomplete packets will be processed.

Q: I have questions about the process, what is the best way to reach someone for assistance?

A: Due to the high volume of processing, we suggest that you first review all the posted information online before contacting our office. To better serve you, if after you review the information and still have questions, please prepare brief and concise questions when you contact us:

Email: credentials@csueastbay.edu
Phone: (510) 885-2272
In-person: Art & Education Building Rm. 235, 25800 Carlos Bee Boulevard, Hayward, 94542

Please plan carefully. You must have your packets postmarked by the applicable deadlines. No late or incomplete packets will be processed.