PK–3 ECE Specialist Instruction Credential Program Application Checklist

Important Note:
Two (2) applications must be submitted in order to be considered for admission to the PK–3 ECE Specialist Instruction Credential Program: one Department Application located on the program webpage and one University Application through Cal State Apply.

All items listed below, unless otherwise noted, must be submitted by the application deadline of March 15.. Bachelor Degree must be conferred before the program begins. After submitting an initial program application, updated documents for the Department Application file should be emailed to csscdocuments@csueastbay.edu with full name, program name, and start term in the subject line.

Credential Program Admission Requirements. Use this checklist to ensure all documents required are submitted.

•	Completed Department Application
•	Statement of Purpose
•	Letters of Recommendation (2)
•	Early Field Experience Verification Form(s) verifying minimum of 45 hours of field experience with groups of students within the last 5 years, 15 hours in a public/private-school classroom.
•	Bachelor Degree from a regionally accredited institution: On the Department Application, list the school and degree major where the Bachelor Degree was completed, for example, B.A. degree in Human Development from CSU East Bay.
•	Grade Point Average (GPA) If GPA is below the 2.67 minimum, you may be required to submit a GPA waiver if considered for admission.
•	University Application (Cal State Apply)
•	Tuberculosis (TB) Clearance: Negative TB Test: Risk Assessment is NOT acceptable.
•	Certificate of Clearance (or valid CTC document)
•	Subject Matter Competence (SMC) See more on this in the PK-3 ECE Specialist Instruction Credential Program Handbook.

University Requirements – DO NOT submit transcripts until University Application submitted	
•	University Application **(Cal State Apply): HOW TO APPLY**
•	**Transcripts** - Official Transcripts from ALL schools attended MUST be sent to University. See How to Submit Documents