

Teaching Credential Program Application Checklist

Please use this checklist as a guide to ensure you have submitted all of the required documents. You need to submit two applications~ **one to the Department and one to the University** to be considered for admission to the program. See www.csueastbay.edu/cssc

This Checklist is for your reference: **All items listed below, unless otherwise noted, must be submitted by April 1. Bachelor Degree must be conferred before the program begins.** Updated documents for Department Application file should be emailed to csscdocuments@csueastbay.edu with full name, program name, and start term in subject line.

Multiple and Single Subject Credential Program Admission Requirements Please see csueastbay.edu/cssc website for a description of each requirement

	<input checked="" type="checkbox"/>
1. Department Application is located on the webpage for the Credential Program.	
2. Admission Checklist (this form is for your reference and does not need to be submitted)	
3. Statement of Purpose	
4. Letters of Recommendation Form(2)	
5. 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.	
6. Bachelor Degree required -On the Department Application, list the school and degree major where you obtained your Bachelor's Degree: (i.e. B.A. degree in Communications from CSU East Bay): please indicate if degree is in progress and planned conferral date.	
7. GPA- If GPA is below the 2.67 minimum, you may be required to submit low GPA waiver.	
8. University Application (Cal State Apply)	
9. Tuberculosis (TB) Clearance: Negative TB Test: Risk Assessment is NOT acceptable.	
10. Certificate of Clearance (or valid CTC document)	
11. Basic Skills Requirement (BSR)	
12. Subject Matter Competency (SMC) Passing CSET score report, Subject Matter Waiver letter, registration for CSET, SMC approved evaluation, or EXACT degree major match	
13. U.S. Constitution- CSU Bachelor degree, Course Verification on transcript, or exam	
University Requirements – DO NOT submit transcripts until University Application submitted	
1. University Application (Cal State Apply): HOW TO APPLY	
2. Transcripts -Official Transcripts from all schools attended MUST be sent to Office of Graduate Admissions: HOW TO SUBMIT DOCUMENTS	

Acknowledgement: Your admission to a credential program is based upon meeting all requirements specified above, as well as contingent upon the CSU budget. A reduction in the CSU budget may affect the admission of qualified applicants to the credential program. By submitting the Department Application, you are attesting to having met requirements above and that if you fail to do so, may lead to being disqualified from admission into or continuation with the credential program at California State University, East Bay.