



MULTIPLE SUBJECT CREDENTIAL PROGRAM GENERAL INFORMATION

FALL DEADLINE: February 15

Both the Credential Program Application and the CSU Graduate Application are due on the above deadline. If the deadline falls on a weekend, **program** applications will be accepted the next working day following the deadline. **Please note that CSU Graduate applications must be submitted online on or before the deadline regardless of what day the deadline falls.**

ATTEND AN INFORMATION MEETING

Meetings are held regularly by the Credential Services Office. Visit our web site, www.sfsu.edu/~cstpc/infomeet.html for a schedule. Meetings are designed to inform prospective students of the best possible way to meet the requirements for admission to a credential program. Explanation of the requirements, a description of the program, and timelines are discussed. All applicants are strongly encouraged to attend an information meeting.

REQUIREMENTS FOR THE MULTIPLE SUBJECT CREDENTIAL PROGRAM

University Requirements

- Online Graduate Application
- Application fee \$55.00
- Official transcripts from all colleges or universities attended

Multiple Subject Credential Program Requirements

- Program application
- Application fee \$25.00
- Official transcripts from all colleges or universities attended
- Bachelor's Degree must be posted before starting the program
- GPA: 2.67 overall or 2.75 in last 60 semester units
- Statement of Purpose
- Early Field Experience in a public classroom setting
- Letters of recommendation (minimum of three)
- Fulfill Subject Matter Competency Requirement
- Fulfill Basic Skills Requirement
- Fulfill Second Language Requirement
- Certificate of Clearance
- Negative TB test (must be valid at time of program start)

ADMISSION PROCEDURES

Faculty will only interview applicants with complete applications who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by mail 2 to 3 weeks after the application deadline. Applicants will be notified by mail of the admission decision 2 to 3 weeks after the interview. There will be a mandatory orientation in May for applicants who are offered admission.

CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415-338-2234, ADM 250), using the Graduate/Post-baccalaureate application to The California State University. Application information can be found on the Graduate Division webpage – www.sfsu.edu/~gradstdy. The application can be filled out online at www.csumentor.edu. You can also check the status of your application at www.sfsu.edu/online/appstat.htm.

When filling out the online application:

- Choose the Major/Program Objective -- Education (Multiple Subject/Elem. Ed.) [Cred/MA]
 - Choose the Degree Objective -- MA
 - Choose the Credential Objective -- Multiple Subject
 - The application must be submitted online by department deadlines
2. **FEE:** There is a \$55 fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you have submitted your application.
 3. **TRANSCRIPTS:** Submit one official set of *sealed* transcripts from *every* college or university attended to the SFSU Graduate Admissions, ADM 250, 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to you and submitted either in person or by mail as one packet. If you have previously attended SFSU, you *may* not need to send transcripts. Please check with Graduate Admissions regarding their policies.
 4. **TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact the Graduate Admissions directly. There may be additional admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

CREDENTIAL PROGRAM REQUIREMENTS FOR ADMISSION

1. **CREDENTIAL PROGRAM APPLICATION:** Complete the Multiple Subject Credential Program Application.
2. **PROCESSING FEE:** There is a \$25 fee for this application. This can be paid at the Bursar's office prior to submitting the program application. The Bursar will stamp the payment slip included in the program application. If you cannot pay in person, a check or money order payable to SFSU can be attached to the filled out fee slip.
3. **TRANSCRIPTS:** Submit one official set of sealed transcripts from *every* college or university attended. This is in addition to transcripts for the CSU Graduate application. You should collect all official transcripts and submit them with the application. SFSU transcripts can be unofficial copies from MySFSU. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of agencies: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.
4. **DEGREE:** Applicants must have earned a bachelor's degree or higher, except in professional education (ie. elementary education), from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor's degree from a US regionally accredited institution. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and updated transcripts once the degree has been awarded.
5. **GPA:** Applicants for admission should have attained a grade point average of at least 2.67 in all baccalaureate and post baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units or 90 quarter units.
6. **STATEMENT OF PURPOSE:** Your statement of purpose should be typed, double-spaced and no longer than three pages. Describe succinctly your reasons for applying to the Multiple Subjects Credential program, your preparation for this field of study and why our program is a good fit for you. In addition, please consider the following questions: Why do you want to be a teacher? What experiences have prepared you to teach in a linguistically diverse, urban setting? What personal qualities do you possess and what experiences have you had that have prepared you to work in a collaborative environment?

For those applicants applying for the Bilingual Education Emphasis please write your statement of purpose with a focus on teaching in a bilingual classroom.
7. **EARLY FIELD EXPERIENCE:** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience *prior* to applying to the Multiple Subject Credential Program. This Early Field Experience requirement can be met by volunteering, substitute teaching, or working as a paraprofessional in a Multiple Subject, regular education classroom in a California public school. The classroom should be culturally and linguistically diverse, meaning that at least **one third** of the students are English Language Learners. This includes Ebonics speakers. The intention is for applicants to

gain some exposure to and familiarity with the role of the teacher, the student age group, the current curriculum standards, and the public school environment. The experience should be within the last 5 years. Experiences in pre-schools, special education, higher education, religious education, or outside the U.S. will not meet this requirement.

A letter of recommendation from the teacher or supervising site administrator must verify this experience. The letter should briefly describe the classroom composition, including the cultural background of the students, and the classroom environment, including grade level. The letter should also state how the applicant was involved in the classroom, including qualitative comments about the applicant's performance in the classroom, especially noting the applicant's effectiveness in a linguistically and culturally diverse classroom. The letter should be on letterhead and have an original signature. A sample letter is attached. This letter also counts as one of the three required letters of recommendation.

Agencies that can assist you in finding field experience locations are the San Francisco School Volunteers (www.sfsv.org), Pacifica School Volunteers (www.pacificasd.org/curriculum/pacificaVolunteers/index.htm), or the SFSU Community Involvement Center (<http://cic.sfsu.edu>). Current undergraduates who qualify for work study can also contact America Reads (415/338-6817). You may also call your local school district for more options. The Teacher Preparation Center has a more complete list of volunteer placement programs.

- 8. LETTERS OF RECOMMENDATION:** A minimum of three letters is required. The Early Field Experience letter can count as one of the three letters. Letters should address the applicant's character, aptitude for teaching, work ethic, or academic ability, et cetera. Additional letters will also be accepted to augment the application. Letters should be on letterhead and have original signatures. Letters from relatives and letters more than five years old will not be accepted. Applicants should collect all letters and include them in the application packet.
- 9. SUBJECT MATTER COMPETENCY:** The Credential Program does not provide further preparation in a subject area. Knowledge of subject matter should be mastered before beginning a credential program. Passing the CSET Multiple Subject subtest I, II, & III before the application deadline is required to enter the credential program. Those with only partial passing scores will not be admitted. **Photocopies** of all exam scores should be included with the Program Application, even if you have requested the scores sent to SFSU by the testing company. For information and registration go to: www.ctcexams.nesinc.com. All CSET scores are valid for five years. You must earn your credential **before** these tests expire.
- 10. BASIC SKILLS REQUIREMENT: Choose one of the following options to fulfill this requirement. You cannot combine any of the below options:**
 - A. CBEST (California Basic Skills Examination)** Submit a *photocopy* of the results. For information and registration go to: www.ctcexams.nesinc.com.
 - B. Out-of-State Basic Skills Exam.** Submit a *photocopy* of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Teacher Preparation Center to find out if the test you took is approved. For more information on specific tests, contact the appropriate Department of Education for the state in which the test is given.
 - C. CSET: Multiple Subjects plus Writing Skills.** You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill the Basic Skills requirement. Submit a *photocopy* of the results. For information and registration go to: www.ctcexams.nesinc.com.
 - D. CSU EAP Placement Tests (Early Assessment Program).** These are usually taken in the spring of your 11th grade year. Results must state College Ready OR Exempt. This test is given to California high school students only. Submit a *photocopy* of the results.
 - E. CSU ELM & EPT (Entry Level Math & English Placement Test).** These tests are taken by incoming CSU freshmen. ELM passing results: 50 (550 prior to March 2003) EPT passing results: 151. Submit a *photocopy* of the results or a printout from MySFSU or similar CSU student system. Results must show a score.
- 11. SECOND LANGUAGE REQUIREMENT:** Show verification of experience learning a second language. See page 7 for fulfillment options.
- 12. CERTIFICATE OF CLEARANCE:** In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) **OR** submit proof of prior completion of the clearance. **Acceptable documentation in lieu of a Certificate of Clearance:** Valid credentials or permits issued by the CTC, including emergency 30-day, pre-intern, clear or preliminary, or Child Development permits. District or other job related clearance is not acceptable. Submit a print-out from the CTC website: <https://teachercred.ctc.ca.gov/teachers/index.jsp>. For instructions on applying for the Certificate of Clearance see page 9.
- 13. TB TEST:** TB test verification should be a **photocopy** of a note or card from a doctor. A negative skin test or a clear chest x-ray is acceptable. Verification should be valid at program start date. The term of validity is one year.

TUITION RATE

As of Fall 2008 the Credential Only status is no longer an option for incoming credential students. All credential students are considered Elementary Education Masters + Credential students. This designation is for university status purposes only. Credential students will not be working on an Elementary Education MA. **Due to this status change, please be aware that ALL credential students will be paying tuition at the Graduate rate.**

ADDITIONAL CREDENTIAL REQUIREMENTS

These can be completed after admission, before completing the program.

- **Completion of U. S. Constitution course or exam.** You must meet the U.S. Constitution requirement either by course work or examination. Those who earned a B.A. from a CSU campus have already met this requirement. Check with the Teacher Preparation Center to see if you have met this requirement. See the TPC website for test site locations: <http://coe.sfsu.edu/cstpc/usconstitution.htm>
- **CPR.** You must have current training in administering CPR to adults, children and infants at the time of application to the Commission on Teacher Credentialing
- **RICA:** Reading Instruction Competence Assessment. This test should be taken after taking EED 682, *Teaching Reading-Language Arts*. See <http://www.rica.nesinc.com> for registration information or pick up a registration bulletin outside the Teacher Preparation Center.
- **Performance Assessment for California Teachers (PACT).** All multiple subject credential candidates are required to pass the Performance Assessment for California Teachers known as the PACT. Instructions and details regarding the PACT are provided upon admission to the program. Information regarding this requirement can also be located at the following web site: <http://www.pacttpa.org/main/hub.php?pageName=Home>

MA IN ELEMENTARY EDUCATION

The Department of Elementary Education also offers several MA Programs. For eligibility requirements please contact the department office.

SFSU COLLEGE OF EDUCATION CREDENTIAL PROGRAM FILE USE AND STORAGE POLICY

All materials submitted to San Francisco State University (SFSU) become the property of SFSU and will not be returned. SFSU will not make photocopies or otherwise duplicate materials for applicants' personal use. Applicants should make copies for personal use before submitting materials to SFSU. Applicants may access their credential file for viewing or to make copies at their own expense during the Teacher Preparation Center's office hours in Burk Hall 244. Applicants must show photo ID to access their file.

Files of applicants who were denied entrance to a program or who chose not to enroll in the program the semester for which they were admitted will be kept for one year. Requests to reapply and have previous applications reconsidered for future semesters must be made in writing and submitted according to published application deadlines.

Upon being recommended by SFSU to the Commission on Teacher Credentialing for award of a Preliminary or Clear credential, all materials not directly related to the application for the credential or SFSU accreditation will be destroyed.

A record of the application and recommendation for the Preliminary or Clear credential and supporting documents will be stored for 7 years.

Consult the SFSU Registrar for information about University transcript policies.

THE SB 2042 CREDENTIAL AND CLAD

The Commission on Teacher Credentialing (CTC) governs teacher certification under the authority granted to it by the California State Legislature in Senate Bill 2042. SB 2042 includes stipulations under Assembly Bill 1059, which authorizes you to teach English Language Learners or what was previously designated "CLAD classrooms". **This means that you will NOT have to complete a separate (or an additional) CLAD program nor take the CTEL exams.**

PROGRAM OPTIONS (Options are subject to change)

ONE-CALENDAR YEAR PROGRAM (Summer-Fall-Spring)

This program is being piloted as an off-site program at an East Bay elementary school. It may continue to be an off site program in the future.

ONE-CALENDAR YEAR PROGRAM

Summer (6 units)		
EED 701 (3 units) Social/Cultural/Historical Foundations K-12	EED 749 (3 units) Second Language Acquisition	
Fall Semester (17 Units)		
EED 783 (3 units) Developmental Teaching and Learning in Diverse School Settings	EED 746 (3 units) Teaching Practicum I - 12 hrs. per week in elementary classroom	EED 782 (4 units) Teaching Reading-Language Arts, K-3
EED 784 (3 units) Curriculum & Instruction, Math	ITEC 601* (1 unit) Computer Fundamentals for Teachers I	EED 756 (3 units) Teaching Practicum Seminar
Spring Semester (13 units)		
EED 777 (3 units) Curriculum & Instruction, Science	EED 748 (7 units) Teaching Practicum II & III-15 weeks, M to Th—includes 5 nonconsecutive solo days + one solo week (5 consecutive solo days)	
EED 737 (3 units) Teaching Social Studies, Social Justice and Literacy, 3-6		
EED 758 (3 units) Teaching Practicum Seminar III		

THREE-SEMESTER PROGRAM (Fall-Spring-Fall)

Student teaching takes place in public school classrooms, in and around San Francisco, fall and spring semesters.

THREE-SEMESTER PROGRAM – BILINGUAL OPTION

Candidates in the Bilingual Cross-cultural Language and Academic Development (BCLAD - Cantonese or Spanish) Emphasis follow the three-semester program. Candidates must pass a language proficiency exam at SF State. Student teaching takes place in bilingual public school classrooms, in and around San Francisco, during the three semesters.

THREE – SEMESTER PROGRAM

Semester 1 – Fall (16 units)	Semester 2 – Spring (15 units)	Semester 3 – Fall (10 units)
<i>Semester 1 and 2 will include any combination of courses listed under them</i>		
EED 749 (3 units) Second Language Acquisition	EED 701 (3 units) Social/Cultural/Historical Foundations K-12	EED 737 (3 units) Teaching Social Studies, Social Justice and Literacy, 3-6
EED 783 (3 units) Developmental Teaching and Learning in Diverse School Settings	EED 777 (3 units) Curriculum and Instruction, Science	EED 758 (3 units) Teaching Practicum Seminar III
EED 782 (4 units) Teaching Reading-Language Arts, K-3	– OR – EED 737 (see right)	EED 748 (4 units) Teaching Practicum III - 15 weeks, M to Th – includes 5 nonconsecutive solo days + one solo week (5 consecutive solo days)
EED 756 (3 units) Teaching Practicum Seminar I	EED 784 (3 units) Curriculum and Instruction, Math	
EED 746 (3 units) Teaching Practicum I - 12 hrs. per week in elementary classroom	EED 757 (3 units) Teaching Practicum Seminar I	
ITEC 601* (1 unit) Computer Fundamentals for Classroom Teachers	EED 747 (3 units) Teaching Practicum II - 12 hrs. per week in elementary classroom	

* ITEC 601 is a College of Extended Learning course. Contact the Dept. of Instructional Technologies for further information.

INTERN PROGRAM

The Intern program is a four-semester program held at the SFSU campus. All participants *must* be employed as the teacher of record and meet all internship credential requirements. All classes for the Intern Program will be held in the evening. Interns must seek academic advising before registering.

MULTIPLE SUBJECT CREDENTIAL COURSEWORK		
Second Language Acquisition	EED 749	3 units
Developmental Teaching and Learning in Diverse School Settings	EED 783	3 units
Teaching Reading-Language Arts, K-3	EED 782	4 units
Teaching Practicum Seminar I	EED 756	3 units
Teaching Practicum I - 12 hrs. per week in elementary classroom	EED 746	3 units
Computer Fundamentals for Classroom Teachers	ITEC 601*	1 unit
Social/Cultural/Historical Foundations K-12	EED 701	3 units
Curriculum and Instruction, Science OR Teaching Social Studies, Social Justice and Literacy, 3-6	EED 777 or EED 737	3 units
Curriculum and Instruction, Math	EED 784	3 units
Teaching Practicum Seminar I	EED 757	3 units
Teaching Practicum II - 12 hrs. per week in elementary classroom	EED 747	3 units
Teaching Social Studies, Social Justice and Literacy, 3-6	EED 737	3 units
Teaching Practicum Seminar III	EED 758	3 units
Teaching Practicum III - 15 weeks, M to Th – includes 5 nonconsecutive solo days + one solo week (5 consecutive solo days)	EED 748	4 units

* ITEC 601 is a College of Extended Learning course. Contact the Dept. of Instructional Technologies for further information.

EXTRA REQUIREMENTS FOR INTERN APPLICANTS:

- **Proof of Employment:** Applicants must submit approved proof of employment as teacher of record in their own classroom.
- **Completion of U. S. Constitution course or exam:** Applicants must meet the U.S. Constitution requirement either by course work or examination. Graduates from a California State University campus have already met the requirement. Check with the Teacher Preparation Center to see if you have met this requirement. They can provide a list of testing options that meet this requirement.

SECOND LANGUAGE REQUIREMENT

Candidates must show verification of experience learning a single second language obtained through one of the options described below:

- A. Completion of one college-level course in the learning of a language other than English (including American Sign Language). A grade of "C" or better, "Pass," or "Credit," must be earned, verified by an official transcript from a regionally accredited college or university. Extended Learning units from such institutions are acceptable. College units given based on Advanced Placement (AP) testing done in high school are acceptable.
- B. Successful completion of two years of course work in a language other than English in grades seven (7) through twelve (12) in a public or private secondary school with an average grade of C or better, verified by an official transcript or a letter from the school.
- C. Successful completion of the training in a language other than English given by the Peace Corps to volunteers preparing to serve in a non-English speaking country, verified by official Peace Corps documentation.
- D. Immigrating to the United States from a non-English speaking country at any age, verified by a birth certificate, passport, entry visas, or other documents.
- E. Passage of any nationally administered, standardized examination in a language other than English, verified by an official score report.
- F. A proficiency level of "novice-high" or above on the American Council on the Teaching of Foreign Languages, Inc. (ACTFL) Proficiency Guidelines or "0+" (zero plus) or above on the Interagency Language Roundtable (ILR) Proficiency Descriptions, verified by an official score report.
- G. A score on a College-Level Examination Program (CLEP) examination in a language other than English administered by the College Board equal to or higher than the minimum score recommended by the American Council on Education for awarding credit for two semesters, verified by an official score report.
- H. Residence in a non-English speaking country or countries for twelve consecutive months at age 18 or older, verified by passports, work visas, letters from employers, or other documents.
- I. Successful completion of one academic year (over a single period) at age 14 or above at a school in which all instruction, except in the subject area of English, was delivered in a language other than English, verified by an official transcript or a letter from the school.
- J. Successful completion of two academic years in a non-English language development school program. Must be verified by letter or transcript. (e.g. Chinese language after-school or Saturday language program.)
- K. Completion of 90 hours of language training, with a grade of "C" or better or the equivalent, in a language other than English offered under the auspices of the California Department of Education's Bilingual Teacher Training Program (BTTP) or by a county office or school district whose program, prior to its implementation, has been deemed equivalent to the BTTP by the California Department of Education. This training is to be verified by a letter signed by an authorized representative of the BTTP or county or district program.

CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

- Print three (3) copies of the LiveScan form: www.ctc.ca.gov/credentials/leaflets/41-LS.pdf
You must use the CTC LiveScan form. If you had your fingerprints taken at a district or for another type of job, these will NOT be electronically submitted to the CTC and cannot be used for this background check.
- Visit a LiveScan Operator – usually a \$60-\$80 charge.
 - SFSU Department of Public Safety – call 415.338.7200 for an appointment.
 - OR
 - See the State Attorney General’s website for a list of LiveScan operators by county:
www.ag.ca.gov/fingerprints/publications/contact.htm

COMPLETE THE ONLINE APPLICATION AT THE CCTC WEBSITE

- Go to: <https://teachercred.ctc.ca.gov/teachers/index.jsp>
- On the next page, click on **Direct Application**
- Fill in the required fields and click the **Continue** button until the application is completed.
- Pay the fee – \$29.50
- Print out verification that you completed the application for your personal records.
- Once your COC is processed it can be printed from the internet. After two weeks, log in to the **Credential Look-up** on the CCTC website: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. If yours does not appear keep checking this site.
- **Submit a copy of the Certificate of Clearance to the Credential Admissions Office. Please do NOT submit the “Printer Friendly” copy. The document needs to list: your name, the document number and the issuance date.**

CONTACT INFORMATION

Office Name	Students can:	Location/hours	Phone, fax, web, email
Teacher Preparation Center Credential Services Admissions & Analysts	<ul style="list-style-type: none"> • ask general questions about teacher credentialing • view job/volunteer opportunity postings • pick up or drop off an application for admission to the credential program • view their credential program file • apply to the CTC for a credential 	Burk Hall 244 M-Th 10-12 and 1-4:30 F 1-3	P: 415-405-3594 F: 415-338-1940 credinfo@sfsu.edu www.sfsu.edu/~cstpc
Cahill Learning Resource and Media Lab	<ul style="list-style-type: none"> • view and check out books and videos, including curriculum and lesson plan guides, children's literature, education theory books and professional journals • use media equipment • use space to study or work on group projects 	Burk Hall 319	P: 415-338-3423 coe.sfsu.edu/cahill/index.htm
College of Education Graduate Office	<ul style="list-style-type: none"> • get scholarship information • turn in GAP forms 	Burk Hall 240 M-F 1-5	P: 415-338-2051 retta@sfsu.edu http://coe.sfsu.edu/coe/gradoffice.php http://coe.sfsu.edu/coe/finance.php
Department of Elementary Education	<ul style="list-style-type: none"> • make an appt. with the Department Chair • drop off something for faculty mail boxes • get EED course information 	Burk Hall 179	P: 415-338-1562 F: 415-338-0567 elemed@sfsu.edu http://coe.sfsu.edu/eed/index.php
Graduate Division	<ul style="list-style-type: none"> • check the status of student standing 	GradStop in Admin Bldg 250 M-F 9-5	P: 415-338-2234 F: 415-405-0340 gradstdy@sfsu.edu www.sfsu.edu/~gradstdy
Financial Aid	<ul style="list-style-type: none"> • get help with state and federal financial aid programs 	One Stop in Student Service Bldg.	P: 415-338-7000 F: 415-405-0340 www.sfsu.edu/~finaid
Bursar's Office	<ul style="list-style-type: none"> • pay registration and other fees • find out deadlines and directions for payment 	Administration Building 155 or One Stop, Student Services	P: 415-338-1281 http://www.sfsu.edu/~bursar/
Career Center	<ul style="list-style-type: none"> • view job postings • get resume help • get career fair information 	Student Services Bldg. 206 M-F 8:30-4:30 Alan Fisk has office hours Tues 3:30-5 p.m. in BH 238	P: 415-338-1761 www.sfsu.edu/~career also www.edjoin.org has job listings for most districts and charter schools in California



**SAN FRANCISCO
STATE UNIVERSITY**

**MULTIPLE SUBJECT CREDENTIAL PROGRAM
APPLICATION**

FALL DEADLINE: February 15

We will accept department applications in person on or before the deadline date, or postmarked on or before the due date.

This deadline is the same date from year to year. If the deadline falls on a weekend, department applications will be accepted the next working day following the deadline. Please note that the University Graduate application must be submitted online on or before the deadline regardless of what day the deadline falls.

For an explanation of requirements, see the Multiple Subject General Information Packet.

Turn in ALL application materials together in one packet by the deadline
Make sure your full name appears clearly on every document.

SUBMIT APPLICATION MATERIALS TO:

Credential Services Office ATTN: Credential Admissions -- MSP
College of Education - Burk Hall 244
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4158



MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION CHECKLIST

CSU GRADUATE APPLICATION

CSU Graduate Application

To be completed online at www.csumentor.com. Please submit this **prior** to submitting a department application. No proof of this application needs to be submitted to the department.

Graduate Application Fee \$55.00

Payable online at the time of application submission or at the SFSU Bursar's office.

Official transcripts from **all** colleges or universities attended

Full set of official, sealed transcripts submitted to SFSU Graduate Admissions.

International applicants will need to see the Graduate website (www.sfsu.edu/~gradstdy) for further requirements.

MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION PACKET

Include all of the following items in one large envelope:

Multiple Subject Credential Program Application

Including Early Field Experience supplementary form.

Processing Fee \$25.00

Submit either the fee slip (included in the application) either stamped by the SFSU Bursar OR filled out with a check made out to SFSU attached.

Official transcripts from all colleges or universities attended

Full set of official, sealed transcripts.

Statement of Purpose

1-3 pages, double spaced.

Letters of recommendation (minimum of three)

One letter should verify **Early Field Experience**. All letters should be on letterhead.

Subject Matter Competency Requirement

Submit either a **photocopy** of the CSET Multiple Subject test scores (subtests I, II & III) OR proof of registration.

Basic Skills Requirement

Submit a **photocopy** of test results OR proof of registration.

Second Language Requirement

Indicate on which transcript your course is located or submit a photocopy of proof of fulfillment.

Certificate of Clearance

Submit **only** certificate printed from the CTC website which includes your name, document no. and issuance date OR copy of current credential or Child Development permit.

Negative TB test

Submit **photocopy** of negative results. This can be either the skin test or the chest x-ray.



**MULTIPLE SUBJECT CREDENTIAL PROGRAM
APPLICATION**

CONTACT INFORMATION

Semester: Fall _____ SSN _____ SFSU ID _____ Date of birth _____

Name _____

Mailing Address _____

Phone _____ Alternate Phone _____ Email _____

ACADEMIC INFORMATION

Degrees earned or in progress:

Bachelor's Degree: Date (to be) granted _____ Academic Major _____

Institution _____

Master's Degree: Date (to be) granted _____ Academic Major _____

Institution _____

MULTIPLE SUBJECT PROGRAM OPTIONS

Please indicate your choice:

One Calendar Year Program

Three-Semester Program

Bilingual Education Emphasis Cantonese

Bilingual Education Emphasis Spanish

For credential candidates with proficiency in Spanish or Cantonese language skills.

SECOND LANGUAGE REQUIREMENT

Type of Documentation submitted: _____

APPLICANT SIGNATURE

I have read and understood the instructions and information given to me in this document. All information I am submitting is true and correct.

Name: _____ Date _____



MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

EARLY FIELD EXPERIENCE

Title 5 Regulations from the California State University Chancellor's Office requires each credential candidate to have participated in a supervised Early Field Experience in a public school setting prior to application to a credential program. The Early Field Experience is designed to simulate the credential you are seeking so we may gain a preliminary assessment of your potential as a classroom teacher. Thus, the classroom must be in a multiple subject, general education classroom setting. Completion of your field experience must be documented by submitting this signed form. In addition, the quality of your work must be evaluated in letter of recommendation from a teacher or administrator.

DOCUMENTATION OF EARLY FIELD EXPERIENCE: SFSU permits a variety of options in meeting this requirement. Below, please indicate which option you have met. The bottom of this page must be signed and submitted with your application to verify completion of the Early Field Experience.

- 1. Completion of 45 hours paid experience as a teacher aide or teacher assistant the majority of which time has been direct or indirect contact with students. The classroom teacher, a site administrator or a district administrator may verify this.
2. Completion of 45 hours as a classroom teacher either in a public school with an emergency permit, or as a substitute teacher, as verified by an administrator.
3. Completion of 45 hours working with students as a volunteer in a regular education classroom with a credentialed teacher. The classroom teacher would verify this experience.
4. Successful completion of any course or courses which have a field experience in which you worked with children or young adults. Please note course(s) and include a copy of transcript and/or course description for verification, as well as a letter from a teacher or site administrator.

Applicant Name _____ SFSU ID _____

School Name _____ (School) _____ (City)

Grade Level(s) _____ Inclusive Dates: _____

- Environment: [] Bilingual [] Limited English Proficient (at least 35% of class) [] All fluent English speakers
[] Urban [] Suburban [] Rural

Teacher or administrator signature _____

Print name and position _____

SFSU COLLEGE OF EDUCATION
ADMISSIONS APPLICATION FEE

LAST NAME FIRST

TELEPHONE NUMBER

SFSU I.D. NUMBER

SEMESTER

PAY AT CASHIER

Student Services Building, 1st floor

SFSU Bursar's Office

SAN FRANCISCO STATE UNIVERSITY

1600 Holloway Avenue

San Francisco, CA 94132-4158

415-338-1281

ACTION	FEE	ACCOUNT
Application for Admission	\$25	73480 <input type="checkbox"/>

Please return **PAID** receipt **with** completed application to:

Credential Admissions, BH 244

College of Education

San Francisco State University

1600 Holloway Avenue

San Francisco, CA 94132-4158

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