GRADUATE COLLEGE *of* EDUCATION

SF STATE

Credential & Graduate Services Center
1600 Holloway Avenue, Burk Hall 244
San Francisco, CA 94132-4158
Telephone: 415/405-3594
Fax: 415/338-1940
Website: www.gcoe.sfsu.edu

PK-3 Early Childhood Education Specialist Instruction Credential Program
General Information Packet

Summer and Fall Start Application Deadline: April 1st

Submit a university application through Cal State Apply (https://www.calstate.edu/apply/) Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.

Attend An Information Meeting over ZOOM Conferencing

Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a Credential Only Program. Explanation of the requirements for the program, a description of what the program entails (i.e: course work, student teaching, pathways, etc.) and timelines are discussed. Applicants are strongly encouraged to attend the information meeting.
Visit our website (http://gcoe.sfsu.edu/events/ information-session) for the schedule and information on how to reserve a seat.

CSU GRADUATE APPLICATION REQUIREMENTS:

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division using the online Graduate/Post-Baccalaureate application for The California State University: https://www.calstate.edu/apply/

2. **FEE:** There is a $70.00 fee for this application. You can pay online at the time of the application submission.

3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from *every* college or university attended. Official transcripts will be required for admitted students. If you have previously attended SF State, you must submit unofficial transcripts

4. **PROOF OF DEGREE:** Applicants must have earned a bachelor's degree or higher from a regionally accredited college or university 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 submit updated transcripts once the degree has been awarded. Official transcripts will be required for admitted students. If you have previously attended SF State, you must submit unofficial transcripts.
   - Please see #2 in the Program Application Requirement section to see what majors are applicable.
   - If you do not have a degree in one of those majors, you will be required to complete **24-semester units (or 36 quarter units)** at a regionally accredited institution or higher education in Early Childhood Education (ECE) and/or Child Development.

5. **PROGRAM GPA REQUIREMENT:** Applicant must meet the following minimum GPA requirements:
   - Credential Only program: GPA: 2.50 overall or 2.75 in the last 60 semester units or 90 quarter units
   - MA+Credential Program: GPA 3.0 or higher in baccalaureate or post-baccalaureate coursework

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6. **ENGLISH TEST REQUIREMENT:** 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 requirements for admission, such as the Test of English as a Foreign Language. Refer to this link for more information: https://grad.sfsu.edu/content/english-test-requirements

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PROGRAM APPLICATION REQUIREMENTS:

1. PROCESSING FEE: There is a $25.00 non-refundable program application fee in addition to the CSU fee above. Please pay this fee online via CashNet: (https://commerce.cashnet.com/CGSC_ADM). Cashnet charges a 2.75% nonrefundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.

2. SUBJECT MATTER COMPETENCY: The program does not provide further preparation in the subject area. Knowledge of the subject should be mastered before beginning a credential program. There 2 ways applicants can prove their competency:

SMR Application Information: Read and review carefully how to prepare and generate a from for the SMR review at SF State:
https://docs.google.com/document/d/1OshMddHJ_ABtVX4g9wiPICh0qSnmOClv/edit?tab=t.0

SMR Assessment Form: Fill out the form carefully and make sure you have all your transcripts ready to submit along with the form: https://docs.google.com/document/d/1BfEFk5BVWBE7iSied0XYt7k_kT857BjT/edit?tab=t.0

- **Degree Match**: Successful completion in one of the academic majors below:
    - Child Development
    - Child and Adolescent Development
    - Human Development
    - Early Childhood Education
    - Child and Family Studies
    - Early Childhood Studies
    - Human Development and Family Sciences
    - Family sciences
    - Child, Adolescent, and Family Studies

- **Completion of 24-semester units (or 36 quarter units)** at a regionally accredited institution or higher education in Early Childhood Education (ECE) and/or Child Development.
  Coursework Criteria:
    - 24 semester units or 36 quarter units of non-remedial coursework
    - A passing grade of C or better in each course used to meet the requirement
    - Coursework must be completed at a regionally accredited institution of higher education
    - Coursework must be degree-applicable
    - Professional or personal development classes are not acceptable

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3. STATEMENT OF PURPOSE: Upload an essay 500-750 words in length. Some questions to consider when formulating your essay: Why do you want to be a PK-3 teacher? What experiences have prepared you to teach in a racially and linguistically diverse, urban setting? What personal qualities do you possess and what experiences have you had that prepared you to work in a collaborative environment such as an elementary school or cohort in the PK-3 ECE Specialist Credential Program?
*Note: for MA+credential applicants, the statement of purpose is also evaluated for Level 1 Writing Requirements for Graduate Admissions.

4. CV/RESUME: You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.

5. EARLY FIELD EXPERIENCE: Applicants must show proof of completion of 30 or more hours of early field experience in one or more PK/TK and/or K-3 public school settings.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 teacher in a preschool through 3rd grade classroom in a public school. Upload the completed SF State EFE form on CalState Apply. Access the Early Field Experience Form here: (https://docs.google.com/document/d/1YvK9n3Hgjns5R8HdSC9WBfyXfST8eBnY/edit?usp=sharing&rtpof=true&sd=true)

6. LETTERS OF RECOMMENDATION: Request letters of recommendation from at least two people (three recommended) who know you in an academic or professional capacity. You will input contact information for each letter writer in CalState Apply, and they will receive a link to upload their letter. Letters should address the applicant's character, aptitude for teaching, work ethic, and or academic ability. Advise letter writers to upload scanned, signed letters on letterhead to the Cal State Apply platform. Letters from relatives and letters more than five years old will not be accepted.

7. CERTIFICATE OF CLEARANCE: Applicants must complete fingerprinting specific to the Certificate of Clearance in order to be admitted to a credential program. Other proof of fingerprint clearance cannot be substituted. See instructions for COC application here: (https://gcoe.sfsu.edu/current-students/how-apply)
Upload one of the following:
   A. Proof that you have obtained your COC from the California Teaching Commission on Teaching Credentialing.
   B. Proof that you have applied for the COC (upload copy of completed COC application showing completion of LiveScan) *We can begin application review, but we cannot make a final admissions decision until we have received proof that you have obtained, not just applied for, the COC.
   C. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. Please check with the SFSU credentialing office prior to submitting alternate documentation.

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8. FOREIGN TRANSCRIPT EVALUATION: Applicants who earned their degrees from a foreign country must have the equivalent of a bachelor's degree from a regionally accredited institution. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of approved agencies (http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf). Submit sealed foreign transcript evaluations directly to Credential Services (Burk Hall 244).