



Single Subject Credential plus Master's Degree or Single Subject Credential Only General Information Packet

Fall Deadline: February 15th | Spring Deadline: November 15th

Submit a university application through Cal State Apply (<https://www2.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 plus Master's or 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 virtual seat.

Admission Procedures

1. Submit a complete application on Cal State Apply. Applications missing one or more of the items specified below may not be reviewed.
 2. Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by email.
 3. Applicants who are recommended for admission will be notified 2 to 3 weeks after the interview. Official notification of admission is determined by the Division of Graduate Studies and will be visible in the SFSU Student Portal.
-

Single Subject Credential plus Master's Degree Program VS. Credential Only Program

The Department of Secondary Education highly *recommends* that you choose the Credential plus Master's Degree program versus the Credential Only Program for the following reasons:

1. 12 units of select classes in the credential program count towards the 30 units in the Master's plus Credential program if you earn a "B" or higher in those courses.
2. Many school districts pay a higher salary for those who later earn the Master's degree compared to those who just earn a Credential.
3. Financial student loan annual and aggregate maximums are much higher for Credential plus Master's programs. Please contact the Office of Financial Aid to discuss your possibilities.
4. You will not have to reapply to the University for the Master's program should you choose the Credential + Master's program now, instead of Credential Only and you will maintain continuous enrollment.
 - Please note that the GPA required for admission to the Credential plus Master's degree program is higher than that required for the Credential program.
 - In addition, the tuition for graduate students (Credential plus MA) is slightly higher than the tuition for credential only students. More information on the tuition differences can be located here: (https://bursar.sfsu.edu/students_services) (Click the latest academic semester, then click "schedule of tuition and fees")



University Requirements:

1. Online Graduate Application
2. Application Fee: \$70
3. Unofficial transcripts from all colleges or universities attended..

Single Subject Credential plus Master's or Credential Only Program Requirements:

1. Application Fee: \$25 (non-refundable)
2. Unofficial Transcripts from all colleges or universities attended for applicant review.
***Official transcripts are required for admissions.**
3. Bachelor's Degree must be posted before starting the program.
4. GPA:
 - a. **Credential plus Master's:** 3.0 or higher in baccalaureate or post-baccalaureate coursework OR a 3.0 in the last 60 semester units or 90 quarter units.
 - b. **Credential ONLY:** 2.50 overall or higher in the last 60 semester units or 90 quarter units
5. Statement of Purpose
6. Resume or Curriculum Vitae
7. Early Field Experience in a California public classroom setting (grades 6-12)
8. Letters of Recommendation - Minimum of two letters. One must verify Early Field Experience.
9. Fulfill Subject Matter Competency Requirement
10. Fulfill Basic Skills Requirement
11. Negative Tuberculosis (TB) skin test (valid for 4 years) or chest x-ray (valid for 5 years)
***Must be valid at the time of application and while in the program.**
12. Fingerprint Clearance (Livescan and Certificate of Clearance)

CSU Graduate Application Requirements

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University: (<https://calstate.liaisoncas.com>)

- When filling out the online application for Credential plus Master's Degree program:
Select **SINGLE SUBJECT CREDENTIAL AND CURRICULUM AND INSTRUCTION**

(SECONDARY EDUCATION)

- When filling out the online application for Credential only: Select **SINGLE SUBJECT CREDENTIAL - SUBJECT AREA**

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 to the CalState Apply. Official transcripts will be required for admitted students. If you have previously attended SF State, you may not need to send transcripts. Please check with Graduate Admissions regarding their policies (gradstudies@sfsu.edu).



4. **TOEFL:** If you are an international student or if you have a Bachelor's degree from outside the United States, please contact Graduate Admissions directly. There may be additional requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

Program Application Requirements

Please upload documentation of each of the following items under "Program Requirements"---
"Documents" on CalState Apply.

1. **PROCESSING FEE:** There is a \$25.00 non-refundable fee for this application. 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. **DEGREE:** Applicants must have earned a Bachelor's degree or higher, except in professional education (i.e., secondary education), 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.
3. **GPA:** Applicants for admission should have attained a grade point average of at least 3.0 in all baccalaureate and post baccalaureate coursework for Credential plus Master's Degree OR 3.0 in the last 60 semester units or 90 quarter units. For Credential Only Program applicants, a 2.50 overall or 2.75 in the last 60 semester units or 90 quarter units.
4. **STATEMENT OF PURPOSE:** Upload a typed essay (1-3 pages double spaced). Some questions to consider when formulating your essay: 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 prepared you to work in a collaborative environment such as a middle/high school or cohort in the Single Subject Program? **For Credential plus Master's applicants, your Statement of Purpose also satisfies the Written English Proficiency requirement.**
5. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
6. **EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 20 or more hours of early field experience in a public middle or high school setting in CA in your content area.
 - Students who completed 20 or more hours of EFE, please submit documentation of the early field experience form.
 - For applicants whose 20 or more hours of EFE are in progress, please submit documentation of completed hours along with a timeline for any additional hours you will complete after you submit your application.
7. **LETTERS OF RECOMMENDATION:** A minimum of 2 letters are required. One letter should verify Early Field Experience. Letters should address the applicant's character, aptitude for teaching, work ethic,



or academic ability, etc. Additional letters will also be accepted to augment the application. **Please 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.

8. 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 are different ways applicants can prove their competency:

1. Complete an Approved Subject Matter Competency Program:

- If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements.

2. Passing or completion of the CSET Exams:

- Photocopies of registration with test dates or all exam scores should be uploaded to Cal State Apply, even if you have requested the testing company to send the scores to SF State.
- Exams vary by subject. All CSET scores are valid for 10 years. You must earn your credential before these tests expire.
- For information and registration go to (<http://www.ctcexams.nesinc.com/>). To search for available testing centers, search by individual subtest, expand the geographic area, and check daily for last-minute cancellations.

3. Subject Matter by Domains: Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements in the content area of the credential.

4. Degree Match: Successful completion of an academic major in the subject they will teach. For Single Subject credentials, the major must be in one of the subjects named in Education Code section 44257(a). Refer to this link for more information: [Microsoft Word - SMR by Degree Form2 \(sfsu.edu\)](#)

5. Combination of Coursework and CSET Exams: Through a combination of the methods described in clauses (1), (2), and (3) in whole or in part, has met or exceeded each of the domains of the subject matter requirements in the content area of the credential.

9. BASIC SKILLS REQUIREMENT: Met by possession of a baccalaureate degree or higher.

- For applicants who earned their degree outside of the United States, please check #14 of this handout for degree evaluation.

10. WRITTEN ENGLISH PROFICIENCY REQUIREMENT (Master's degree requirement): Each graduate student must demonstrate the ability to write English correctly and effectively. To assure that each graduate student has the required proficiency in Written English, two distinct assessments are made by the major department:

- Level One: Written English proficiency will be assessed on the Personal Statement, submitted to the department as part of the application. Students admitted conditionally or not meeting the written English proficiency standards must demonstrate that they have met the Level One Written English proficiency requirement by completing the literature review assignment and S ED 850 with a grade of B or better prior to enrolling in S ED 895 or S ED 898.



- Level Two: Writing proficiency will be assessed based on the Field Study Report or Thesis submitted as the culminating experience for S ED 895 or S ED 898. All students in the program must complete an 895 or 898 project.

11. **SECOND LANGUAGE REQUIREMENT:** Upload verification of experience learning a second language. Check the following link (<http://gcoe.sfsu.edu/current-students/how-apply>) for a list of fulfillment options.

12. **TUBERCULOSIS (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 the time of application and while in the program. The term of validity from the time you took a negative skin test is four years and five years for the clear chest x-ray.

13. **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 same 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.

14. **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).



Integrated Teacher Education Program (ITEP) Physical Education

The Single-Subject Credential in Physical Education is an integrated program offered jointly by the Department of Kinesiology and the Graduate College of Education. Through this program, we educate and certify teachers to teach physical education in public and private K-12 schools. The emphasis on pedagogical knowledge during the early field experience, pre-service, and in-service teaching experience provides the learning environment for teachers to develop the necessary skills to educate a diverse student population to be physically educated individuals for lifelong physical activity.

The Integrated Program of Professional Preparation consists of a four-year Physical Education Teaching Education program. Students will complete the required courses for the major in three years and during the fourth year take the courses required for the single subject Physical Education credential (Student Teaching requirements).

For more information about the program, please contact:

Dr. Kent Lorenz

Email: kalorenz@sfsu.edu