

# Department of Professional Studies in Education Application Packet for the following credential programs: Tri-Placement, Bilingual, Concurrent Multiple Subject and Education Specialist, or Education Specialist only.

## Deadlines for Application:

**Credential Applications are due in the department office, Tehama 401, by 4:00 p.m. on March 1.**

***Please include this checklist with your application.***

The following items are required for completion of your application. Use this application checklist form to help organize your materials. We suggest you keep a copy of all documents submitted.

### 1 Complete an application for admittance to CSU, Chico

**If you are currently a graduate student at CSU, Chico**, with a status other than qualifying for a credential, complete the appropriate form to add credential status to your university record.

**If you are new to CSU, Chico** or have been out of school for a semester or more, you must apply to the university.

**If you are applying to the Graduate School for admission please do all of the following (early application is recommended):**

- submit online Graduate Application at [www.csumentor.edu](http://www.csumentor.edu)
- submit a check or money order payable to CSU, Chico in the amount of \$55 or Graduate School Fee Waiver Form [www.csuchico.edu/gisp/gsfoms](http://www.csuchico.edu/gisp/gsfoms)
- submit three official sets of transcripts from all colleges or universities previously attended. If you are (or expect to be) a graduate of CSU, Chico, you do not need to submit transcripts to the Graduate School.

### 2 Complete Credential Application Requirements

- Photocopy of confirmation sheet (1pg) from online Graduate School application.
- \$50 credential program application fee made payable to CSU, Chico.
- Completed Credential Program Application (attached). (Complete and accurate

information is essential to the procession of your application.)

- Three copies of your professional résumé. For assistance you may contact the Career Planning and Placement Office (898-5253, Meriam Library).
- Handwritten Statement of Professional Goals form (attached).
- Handwritten Autobiographical Statement form (attached). Personal summary of your life, including your work experiences with children.
- Two original letters of recommendation that attest to the attributes you possess that will contribute to effective teaching. One letter should be from a credentialed teacher who has observed your work in a classroom setting. This may be the teacher with whom you completed your 45 hours of early field experience. The second letter may be from a work supervisor or a professor who can verify your professional abilities.
- Mail the Certificate of Clearance (fingerprints) to the California Commission on Teacher Credentialing prior to the credential application deadline. Include a copy of the completed

Request for Live Scan sheet with your credential application. Failure to be cleared by the California Commission on Teacher Credentialing will postpone your school placement (student teaching). (Clearance packets are available at MLIB 180 or at the department office.)

- One copy of official transcripts from each college/university attended. In addition, CSU, Chico students must also provide an unofficial or portal transcript.
- Verification of having taken CBEST. Provide a copy of CBEST examinee scores for verification.
- Early Field Experience. Verification of completion of your 45 hours of early classroom experience verified by a credentialed teacher.

### California Subject Matter Competency (SMC)

If you are pursuing a **Multiple Subject** credential program, passage of the CSET Multiple Subject Examination is required prior to application deadline (March 1) for priority consideration.

- Photocopy of CSET scores.

If you are pursuing a **Single Subject** or **Education Specialist** credential, appropriate subject matter verification is required prior to application (March 1) for priority consideration.

- Photocopy of CSET scores or SMC waiver form.



# CREDENTIAL PROGRAM APPLICATION

## Department of Professional Studies in Education

This form, along with your Graduate Application, is used by the Department of Professional Studies in Education to certify that you have met the requirements for admission to the following programs. Courses in progress should be marked "IP."

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

Check Appropriate Box:  Multiple Subject /Tri-Placement  Education Specialist (Level 1 Mild/Moderate)  
 Multiple Subject/BCLAD  Education Specialist (Level 1 Moderate/Severe)  
 Single Subject/BCLAD  Concurrent Education Specialist & Multiple Subject  
 Concurrent Education Specialist & Multiple Subject with BCLAD

Have you applied to a credential program in the past? Yes  No  If yes, where? \_\_\_\_\_

Are you applying to another credential program on campus? Yes  No  If yes, which one? \_\_\_\_\_

### Program Prerequisites

Subject Matter Competence: test taken \_\_\_\_\_ DATE \_\_\_\_\_ Single Subject waiver applied for \_\_\_\_\_ DATE \_\_\_\_\_

CBEST passed:  Yes (*Attach original transcript card and copy of examinee scores to this sheet*)  No, test taken/to be taken on \_\_\_\_\_ DATE \_\_\_\_\_

Certificate of Clearance packet (fingerprints) mailed to the California Commission on Teacher Credentialing on \_\_\_\_\_ DATE \_\_\_\_\_

	Semester Taken	Grade Received	College/University	Course Identification if Equivalent Used
Health Science	_____	_____	_____	_____
Public Speaking	_____	_____	_____	_____
U.S. Constitution	_____	_____	_____	_____

Early Field Experience \_\_\_\_\_ Grade Level \_\_\_\_\_

(Include a letter signed by a credentialed teacher describing dates, number of hours, setting, and student population of early field experience.)

Early Field Experience was in a culturally and linguistically diverse setting  Yes  No

### Program Specific Prerequisites *(see prerequisites on program page of application booklet for more information)*

	Tri-Placement	Concurrent BCLAD	Concurrent BCLAD	Education Specialist	BCLAD Multiple Subject	BCLAD Single Subject	Grade Received	College/University (where and when)
EDTE 440 (289C)		NA†	NA†	NA†				
EDUC 302 (102)				NA†				
ENGL 470 (232)				NA†				
PSYC 414 (214)*								
SPED 343 (143)								
SPED 569 (289C)*	NA†				NA†	NA†		
SPED 561 (229B)	NA†				NA†	NA†		
SPED 564 (245A)	NA†				NA†	NA†		
SPED 563 (244C)	NA†				NA†	NA†		
Foreign Language <i>(six units or equivalent)</i>				NA†	NA†	NA†		
Language								

If Foreign Language requirement was met by an approved alternative, please describe and provide verification.  
 High school equivalent must be verified by official high school transcripts.

\*PSYC 355 (202) is an approved equivalent for Education Specialist. †NA: Not Applicable to this program. **Note:** Old course numbers are in ( ).

### BCLAD Program Prerequisites *(see prerequisites on program page of the Focus publication for information)*

In addition to prerequisites listed above, candidates for BCLAD Multiple and/or Single Subject Programs must complete this section.

Bilingual/Cross Cultural Alternate Pattern Emphasis Completed \_\_\_\_\_ CERAS Exam Completed \_\_\_\_\_ Culture Exam Completed \_\_\_\_\_

DATE \_\_\_\_\_ COLLEGE/UNIVERSITY \_\_\_\_\_ DATE \_\_\_\_\_ SCORE \_\_\_\_\_ DATE \_\_\_\_\_ SCORE \_\_\_\_\_

**I certify that the above and any other information submitted by me in conjunction with my application is accurate and complete.**

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**California State University, Chico—Professional Education Program  
Statement of Professional Goals and Autobiographical Background**

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LAST NAME

FIRST NAME

**Part 1: Statement of Professional Goals**

Provide a brief **handwritten** statement of your professional goals and philosophy that describes your perception of the ideal teacher and how you plan to work toward that ideal. Use only the space provided.

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## Part 2: Autobiographical Statement

Provide a brief **handwritten** personal summary of your life, including work experience (including experiences with children), special abilities and interests, school activities, community involvement, and travel. Use only the space provided.

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**Note: This form should not be regarded as confidential.  
It will be read by university faculty and possibly by cooperating teachers in the public schools.**

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SIGNATURE:

DATE: