

## Frequently Asked Questions about the Department of Education Credential Program Application

### 1. Can you send me an application form?

In order to assure that the application you fill out and the instructions are the very latest and correct versions, we ask you to use the website application for applying to the program. On this website ([www.csuchico.edu/educ](http://www.csuchico.edu/educ)), choose a program, and click on the “Department of Education application” link. If you have problems printing any of the forms, please notify our office.

### 2. I have previously turned in official transcripts for my other college work to the university, why are you asking for new copies of these same transcripts?

The California Commission on Teacher Credentialing requires the Department to supply recently printed, *official* copies of transcripts for all institutions of higher education for every credential candidate. Any transcripts that are a part of your permanent record at CSU, Chico cannot be used for this purpose, so we ask you to provide additional official transcripts.

### 3. Should I have transcripts from other schools mailed directly to your department?

Since many offices on campus receive transcripts that come through the campus mailroom, we have found that it is usually a more dependable process if the transcripts are mailed to the applicant (you), kept sealed, and included in your packet of application materials or hand delivered to our office.

### 4. Do I need an official transcript from CSU, Chico?

No, an unofficial transcript from Student Records or an unofficial transcript downloaded from the Portal will suffice as a record of your CSUC coursework. All other transcripts must be sealed, official transcripts.

### 5. Is my credential program application separate from the Graduate School application?

Yes. Apply to Graduate School online: CSUMentor.edu For any questions about this process, call 530 898-6880.

### 6. If I am currently a CSU, Chico student, do I need to apply to the Graduate School?

Submit an application to the School of Graduate Studies if:

- a. You are a current undergrad at CSU, Chico who will be awarded a degree at the end of the this semester, **or**
- b. You have a baccalaureate degree from any institution, including CSU, Chico, and are not currently (this semester) enrolled at CSU, Chico

If you have any questions about your student status, contact Student Evaluations or the School of Graduate Studies.

### 7. Is graduate student status required for acceptance into the credential program?

No, but you must be a regularly admitted student to the university, whether as an undergrad or graduate student.

8. When I took the CBEST (California Basic Educational Skills Test) exam, I indicated that the scores should be sent to CSU, Chico. Do I still need to submit an official scoresheet?

Yes, please provide a photocopy of your individual official CBEST scoresheet sent to you for the records of the Department of Education. The same is true of other required exams (e.g. CSET). You may keep the original; a photocopy is needed for your file.

9. What happens if I try but cannot obtain some of the documents required for the application?

Submit your application on or before the due date with everything you have at that time. You may include a written explanation of any deficiencies with the dates you expect to be able to complete the application. As you obtain the missing pieces, please bring or send these items to the Department of Education office as soon as possible.

**A complete application is best, so start early to obtain everything needed.**

10. What are my chances of being accepted into the credential program?

Each application is carefully considered – we are looking to accept highly qualified future teachers. Standards for admission as well as comparative strengths and weaknesses of candidates are evaluated. Many factors are weighed, and of course the number of applicants vs. available openings will affect the outcome.

For more detailed information about this process and help in planning your own individual career possibilities, make an appointment to talk to a Multiple Subject Program or Single Subject Program Coordinator. Appointments to discuss application matters should be at least two weeks before applications are due.

11. What is the application process?

Credential applications must be submitted by the deadline (March 1<sup>st</sup> for fall acceptance and Sep. 15<sup>th</sup> for spring). A complete application checklist is posted on the website. Each application is checked for completeness and a file is created. An acknowledgement letter is sent to each applicant. The files are then forwarded to program faculty for evaluation. The program coordinator collects the files and evaluations and determines admittance status for each applicant. Follow-up interviews may be scheduled with applicants. A letter is sent to each candidate regarding acceptance or non-acceptance and follow-up procedures. The process usually takes 4-6 weeks.

12. Can I apply if I have not taken and/or passed the required exams?

Credential applicants may submit an application even if all requirements have not been met. In some cases, it is possible to be conditionally accepted to a program and take credential courses while completing testing requirements. The student teaching component will be delayed if all requirements have not been met.

13. Where can I obtain information about and help with the required examinations -- CBEST, CSET, RICA?

Information may be obtained online by visiting the following URLs:

[www.cset.nesinc.com](http://www.cset.nesinc.com) (CSET)      [www.cbest.nesinc.com](http://www.cbest.nesinc.com) (CBEST)      [www.rica.nesinc.com](http://www.rica.nesinc.com) (RICA)

**14. What happens if I am not accepted into a credential program? Can I apply again later?**

You are welcome to apply again to the credential program. You may submit an application for a fee waiver so there is no additional cost. You should also update your file at the time of re-application.

**15. What should I do if I know my GPA is below the admission standards?**

If your GPA is below admission standards you may still apply. If you are considered a highly qualified applicant in all other respects, you may be conditionally accepted and asked to complete a GPA appeal process. The steps of the process will be mailed to you with your conditional acceptance.

**16. Can I apply to a program to teach a subject that was not my major?**

You can apply to a program to teach a subject that was not your major as long as you have subject matter competence in that subject. Subject matter competence can be obtained by taking the CSET test in that area. Information is available online @ [www.cset.nesinc.com](http://www.cset.nesinc.com).

**17. Can I get more than one credential?**

Multiple and Single Subject 'Adding a Second Credential' courses are available during summer session. Please call the department office for more information.