Credential Application Walk Through

Everything you need to know to successfully submit your credential application!

Scroll down to begin
Step 1: Before you apply…

- Before you begin your credential application, be sure that you are eligible for a credential program; we recommend reviewing the Admission Guide to ensure that the required exams and prerequisite courses have been completed.

- Be sure that you have already applied to the Office of Graduate Studies (unless you qualify to start a credential program as an undergraduate; contact the School of Education for advising if necessary). All applicants who will hold a bachelor’s degree prior to starting the credential program must earn admission to Graduate Studies in order to complete the credential program.
Click to “Start or Continue an Online Application,” and enter your login information on the following page. If you do not yet have a CSUC login, please follow the link to obtain a username and password.

Notice the “Help” button, available on each page of the application.
Select the credential you wish to obtain, and then select the appropriate individual program pathway you wish to apply to. Be sure you choose the correct option—once you select a pathway you cannot change your selection without assistance from the School of Education.
Select a credential

<table>
<thead>
<tr>
<th>Single Subject</th>
<th>Concurrent Multiple Subject and Education Specialist Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>For teaching in a specific subject area only, usually at the middle school and high school level</td>
<td>This pathway offers the opportunity to simultaneously earn a Multiple Subject Credential and an Education Specialist Credential for Mild/Moderate Disabilities. Prepares candidates to teach in self-contained classrooms, usually at the elementary (grades K-6) level, and in special education (K-age 22) classrooms. Fall start only. Additional information is available regarding the program <a href="http://www.csuchico.edu/soe/credential/special/ms-concurrent/index.shtml">here</a>, the Multiple Subject Credential <a href="http://www.ctc.ca.gov/credentials/leaflets/cl561c.pdf">here</a>, and the Education Specialist Credential <a href="http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf">here</a>.</td>
</tr>
<tr>
<td>Multiple Subject</td>
<td>For teaching in self-contained classrooms, usually at the elementary level</td>
</tr>
</tbody>
</table>

Select a pathway

- Bilingual Authorization Multiple Subject
- Concurrent Multiple Subject and Education Specialist
- Multiple Subject
- Education Specialist

Click “Next” to confirm the pathway you wish to apply to.

Make sure this is the option you want.
Note: If a pathway is grayed out, that indicates that the option is not available for the selected term. Not all pathways start every semester; please refer to the [application overview page](#) for a list of start dates for individual pathways.
Depending on the pathway you selected, you may be asked to provide more information before continuing to the next page. If prompted, please be sure to enter this information accurately—once you start the application this information cannot be changed without assistance from the School of Education.
Please read through and agree to both pages of the Memorandum of Understanding. You cannot proceed until you check the box indicating that you agree to the terms, at which time the “Submit” button changes color. Verify one more time that you are applying to the correct credential pathway.

Button changes color after the checkbox is marked.
This page shows your application status, which should currently read “In Progress.” You should have received an email confirming that you have started this application. Once you submit your application the lock will close and change to red, indicating that changes can no longer be made.

Click on your application to begin.
Now that you have (finally) made it to the first page of the application you will see a list of requirements on the sidebar. This list may vary slightly depending on the pathway you are applying to. Green check marks will appear beside each item as you complete sections of the application. You can complete the items in any order you wish.

As you proceed through the application pay attention to popups at the bottom of the page—green popups are good (e.g. something was successfully added to your application), red popups are not so good (e.g. your application may have timed out due to inactivity, in which case you need to refresh your browser).
Please review your personal information on this page, and make any necessary changes via your Student Center.

You cannot proceed without responding to the “Native English Speaker” question near the bottom of the page.

Click “Continue” when you are finished with this page.
Credential Application Fee:

- If you paid with cash, check, debit, credit, or money order directly through the Student Financial Services Office, attach your receipt here.

- You can pay with credit or debit online through CASHNet, the university online payment platform. If you select this method your payment will automatically be added to your application, and this section will be completed. However, it usually takes 10-15 minutes for a payment to process; you might want to proceed with the rest of the application (select another section using the sidebar), and return later to see if your payment has been processed. Another option is to attach your CASHNet receipt and complete this section without waiting for the system to update.
Subject Matter Competency (SMC) for the subject you wish to teach is one of the primary admission requirements. Your SMC verification must align with the credential you are pursuing.

If you completed an approved undergraduate subject-matter preparation program that satisfies the state requirement for credentialing through coursework (e.g. a major in English Education, History Pre-Credential, etc.), you can attach a letter from your advisor here (you can find a list of Chico State SMC advisors on our website).

Some applications will ask an additional question regarding whether you already hold a previous credential.

If you did not complete an undergraduate subject-matter preparation program, select “No.”
If you did not complete an undergraduate subject-matter preparation program, your only remaining option is to take the CSET. Please enter information here regarding each of the relevant CSETs for your subject area (2 - 4 subtests are required, depending on the subject area). Since these exams should already be passed before you apply to the credential program, we will ask you to submit your exam results on the next page, after you click the “Add” button.
As you answer questions regarding each subtest, additional questions will appear. Please provide the necessary information for each subtest before clicking “Add.” If you are applying without the necessary exams passed we will need to know more. This is a crucial section of the application, so please feel free to comment on your exam status if you are applying without passing results for all of the exam subtests.
Please note that, depending on the answers you provide, you may be asked to attach your exam results. However, the results you have are considered unofficial. If you did not request that Pearson Education send us official results, we will contact you later on to obtain the necessary official verification.

If for some reason you have not yet passed one of these exam options, please attach your non-passing results and/or exam registration confirmation.
Subject Matter Competency

Subject Matter Competency in the area authorized by the credential you are pursuing is required prior to program admission.

List all relevant CSET subtests taken
Passage of the CSET for Multiple Subject, subtests I, II, and III is required for program admission. Note: results are only valid for five years, and must be valid through the end of the credential program.

Before you click “Next” to continue to the following section, be sure you have entered all of the necessary subtests, not just some of them.
Basic Skills is the other significant testing requirement necessary for program admission. Please select the option you completed, and attach any verification you have showing your passing status. Again, we will contact you later on for official verification if you did not request that the testing company send your official results to CSU, Chico.

If for some reason you have not yet passed one of these exam options, please attach your non-passing results and/or exam registration confirmation.
The Academic Work section allows you to enter information regarding any previous universities or colleges you have attended. As soon as you enter this section the following popup appears, which describes the GPA necessary for admission, as well as the process of calculating your GPA. Read through the message and click “Continue.”

**Academic Work**

GPA requirement: GPA at time of admission must be 2.67 for all cumulative undergraduate and graduate coursework, or 2.75 in your last 60 semester units (or 90 quarter units). If you are unsure of your GPA for your last 60 (or 90) units, you can use an online calculator to determine that GPA (calculations start with most recent completed coursework, and go back, using entire semesters/quarters of coursework until 60 (or 90) units of coursework are used in the calculation; note, more than 60 (or 90) units may be necessary in the calculations, since only entire terms of coursework may be used in calculations). Please enter both your cumulative and last 60 semester units (or 90 quarter units) GPA here.

Note: GPA requirement for RiSE Programs is different — requirements are 2.75 in last 60 semester units (90 quarter units) and 3.0 in last 30 semester units (45 quarter units).
Once you dismiss the popup you will see the following page. Click “Add” to enter the information for your first institution. You will make a separate entry for each institution of higher education you have attended.

If you need to revisit the GPA popup, it will reappear if you click on the “i” symbol next to “Academic Work.”
Most of this page is pretty self-explanatory. Dates can be entered manually or using the popup calendar.

If you have trouble with the exact dates or GPAs, just provide your best guess. Be sure to attach your unofficial transcript. If you attended an institution that did not provide a GPA just enter “N/A.”

Most institutions are accredited, but you can double check [here](#) if necessary.
Before you click “Next” to continue to the following section, be sure you have entered **all** of the institutions you have attended.

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>Degree/Certificate Received</th>
<th>Graduation Date</th>
<th>Major Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butte College</td>
<td>None</td>
<td>7/7/16</td>
<td>None</td>
</tr>
</tbody>
</table>
When you get to the Coursework page you will be presented with another popup. Please read through all of this information and then click “Continue” to proceed.

Note: if you completed standard equivalent coursework at Chico State per your undergraduate subject-matter advisor, you do not need to seek additional approval from the School of Education.

Coursework Equivalences

Please be advised that all prerequisite courses must be satisfactorily completed with a grade of C- or higher prior to starting the credential program. All prerequisites except for CMST 131 and POLS 155 must have been completed within the last seven years; any coursework older than seven years must be reviewed by the School of Education.

- If you completed the prerequisite courses listed at Chico State, please provide the requested information.
- If you completed equivalent coursework, and it appears in your Student Center as directly equivalent to the listed credential prerequisite course, you may enter the information for that equivalent course. Equivalent courses may be listed on your Student Center in the following locations: Course History, Transfer Credit, Smart Planner, and/or Degree Progress Report (“What-if Report”).
- If you took a course at Chico State or another institution that is different from the prerequisite listed below, and if that course does not appear on your Student Center as equivalent, you must have the transfer course reviewed to determine its eligibility to satisfy the prerequisite course. Any transfer coursework must be approved prior to applying to the credential program. Please send course syllabi, course catalog descriptions, and unofficial transcripts to Andrew Nichols at acnichols@csuchico.edu for review.

Please contact Andrew Nichols (acnichols@csuchico.edu) for advising, if necessary.
The list of prerequisite courses that appears will differ depending on the program you are applying to. Click on a course to enter your information.

Prerequisite Course Work

Click a prerequisite below to begin

- EDTE 255 - Introduction to Democratic Perspectives in K-12 Teaching
- EDTE 302 - Access & Equity in Education
- EDTE 530 - Fundamentals of Teaching Practice
- EDTE 534 - Teaching Special Populations
- ENGL 471 - Theory/Practice of Second Language Acquisition

By checking this box I hereby acknowledge that I understand the different prerequisite equivalences and I will provide additional information for my course(s) if required.
Most of the information needed for each prerequisite course is quite straightforward. If the course is older than seven years, or if you completed a different course that has not yet been approved as equivalent to the course listed, please be sure to contact the School of Education.

Note: Pre-approved equivalencies for specific subject-matter preparation programs, such as the linked Kinesiology courses for PETE majors, can be entered here without seeking additional approval.
This section is quite simple. Two pieces of advice: make sure your resume is not excessively long, and make sure the presentation is formal (e.g. no stickers, clipart, etc.).
Even if you included references on your resume please include them again here. You can include more than three if you want to.

References

Please provide three references. Preferably your references should be individuals who know you in an educational setting – professors, teachers, school administrators, etc.

| Reference Name | Position |
This is the information you will enter for each reference you provide. Again, pretty straightforward.

Be sure to add all three references before continuing to the next section!
Letter of recommendation: one is required (two are the minimum for RiSE applicants), although you may certainly submit additional recommendations. Click the “Add” button to get started. Once your recommender has submitted their recommendation the status will change to “received.”
Enter the appropriate information for your recommender. Be sure you notify your recommender(s) before completing this step—they will be emailed immediately after you add them.

You must select to waive or not waive your right to read the recommendation. Your recommender will be notified of your decision so that they can respond accordingly. Recommenders may choose not to complete the recommendation if you do not waive your rights to read the letter.
The Candidate Disposition Form should look familiar from your early field experience course(s). If you have more than one form you will need to submit them as a single document. If you lost your form you can contact the School of Education to see if we have a copy, or you can have another form filled out by any educator who has observed you working in a classroom setting.
On this step please notice that there are **two** separate statements to be written. You will submit both statements on the same file (e.g. a single Word file).

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**Attach Belief & Experience Statements**

Prepare a single document that contains no more than a 500 word response to EACH of the following questions. The essay must be double spaced using 12-point type, and be grammatically correct. Please include your name as a header on each page and include a subheading for each question.

1. The mission of the School of Education includes the following: We believe in the power of education to create a diverse, democratic, socially responsible society in which every student is valued. Based upon the teaching philosophy that you have developed, describe specific teaching practices that would work towards meeting the goals of the mission statement.

2. Provide a description of an experience from your life and discuss how that experience would influence your work with diverse populations of children (struggling learners, English Learners, children from low socioeconomic backgrounds, or children with disabilities or exceptional needs). Please include specific examples.
This section only appears on applications for intern-eligible programs (Education Specialist, Multiple Subject, & Single Subject). Please review the requirements for internships, and ask any questions as necessary. If you think you will pursue an internship in lieu of student teaching, please indicate as such.
There is not a specific form to submit for this page. Simply upload any verification you have from a health care provider indicating that you are clear of tuberculosis—test results cannot be older than three years.
This process consists of several parts. We are asking:

1. Did you have your fingerprints scanned?
2. Did you apply for a Certificate of Clearance on the CTC website?
3. Has your Certificate of Clearance been issued by the CTC?
4. Or did you not complete this process because you have already been cleared by the CTC, and you have another document verifying your clearance?

Please note that we always verify this requirement directly with the CTC.
Additional Steps

• Interview Process—The admission process for the credential program requires an interview as a part of the admission process. After the application deadline you will receive an email prompting you to sign up for an interview. Completion of this interview is required for consideration for program admission.

• In order to student teach, you must submit a Placement Request. Candidates are not allowed to arrange their own placements. This form is your opportunity to provide any information we would need in order to determine your placement site and cooperating teacher: https://www.surveymonkey.com/r/P1SS within 72 hours of submitting this application.

☐ By checking this box I hereby acknowledge that I understand the additional steps I must complete listed above in order to finish my application.

The requirements listed here are determined by the application you are completing and the information you entered, so this will look different for everyone.

If applicable:

• Please be sure to complete the placement survey within 3 days.
• RiSE applicants must complete the application process for an M.A. as soon as possible.
This page will remind you of any incomplete sections; anything without a green checkmark you will need to go back and complete.

Once all sections are complete you will be able to click on the “Submit” button, and you’re done!

You will receive a follow-up email indicating that you have submitted your application, and providing details regarding your next steps.
Thank you for choosing the School of Education at California State University, Chico.

Return to Application