Teaching Credentials Admissions Checklist

Chico State Teaching Credential Program

☐ **Bachelor's Degree** from an accredited school. You may be in progress of completing the bachelor's during the semester you are completing the application for the credential program.

☐ **Prerequisite/Additional Courses**

Prerequisite/Additional Courses broken down by pathway. Meet with our Credential Advisors to verify you have completed the prerequisite courses to be sure you are on track for the Teaching Credential Program.
Prerequisites must be completed before starting the program.

You will be completing ***two different applications for the Teaching Credential Program.*** ***Please start the process early to avoid any delays or missing the deadlines in submitting your application.***

☐ **Cal State Apply Application (fee $70)**

Students who already completed the Cal State Apply application after receiving their bachelor's degree and are currently taking prerequisites do not need to complete this again. If you are currently completing your master's program, you do not need to complete this application, but you do need to contact graduatestudies@csuchico.edu as soon as possible. If you have never attended Chico State this is your first step to applying. For assistance contact graduatestudies@csuchico.edu. You will not be able to start the Teaching Credential Application until you receive your student ID and username.

☐ **Teaching Credential Application (fee $75)**

Applications are open from mid-December to March 1st for Fall and mid-July to October 1st for Spring.

The following are requirements for this application.

When completing the Teaching Credential Application, each section will need to be completely filled out before submitting. Although not every section requires an attachment, this checklist below shows an overview of what documents/items/forms you will need to have gathered for your credential application. For any additional questions, please contact Credential Services at credentials@csuchico.edu.

☐ **Certificate of Clearance (COC)**

The Certificate of Clearance is verification that you have completed the Commission on Teacher Credentialing background check. You can complete this now if you expect to enter the teaching credential program within the next two years.

☐ **Tuberculosis Clearance**

You will need to attach a copy of your TB clearance (test must have been within the last 4 years).
You may look into the Chico State WellCat Health Center to get this completed.

☐ Subject Matter Competency (SMC)

☐ **Letters of Recommendation (2 are required)**

Letters of Recommendation are submitted electronically. Meaning, you will not need to gather the letters. However, you will need the email address of the recommender. They will receive an email with a link to submit the letter directly to your application (this is another reason to get an early start).

☐ **Resume** Need help contact the Chico State Career Center for assistance

☐ **Essay Responses**

There are two essay prompts on the essay. They are short; no more than 500 words each. The prompts can be found on page two. This will allow time to properly write a response to the prompts.

☐ **Submit Application**

Questions? Email credentials@csuchico.edu

Essay Responses

Here are the Statement directions:
In a single document, provide two essays in response to each of the prompts below. Each essay should be between 300 to 500 words of original text: **use of AI is strictly forbidden**. The essays must be double-spaced, typed in 12-point font, and grammatically correct. Please include your name as a header on each page and include a subheading for each question.

Note: This document will not be kept confidential. It will be read by university faculty and possibly by public school personnel.

Here are the Statement prompts:

1) The vision and purpose 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 our vision and purpose statements.
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.