

Applications 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: <https://www.csuchico.edu/soe/credential/index.shtml>. [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. Please attend an [Information meeting or schedule an appointment with an Advisor found here](#) <https://www.csuchico.edu/soe/advising/index.shtml>*

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) <https://www.csuchico.edu/soe/assets/documents/cal-state-apply.pdf>
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 Wildcat Email address. This can take up to 2 business days.*

Teaching Credential Application (fee \$75) This link can be found on our home page after the application has been opened. Click [here](#) to see when the application will open <https://www.csuchico.edu/soe/>. *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) <https://www.csuchico.edu/soe/assets/documents/coc.pdf>. If you have a **misdemeanor/felony** criminal conviction (including those based on a plea of no contest) start ASAP or it may delay, starting the Teaching Credential Program. Contact credentials@csuchico.edu if you have a **misdemeanor/felony** even if they have been expunged.

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.

Basic Skills Requirement (BSR): Review the options here <https://www.csuchico.edu/soe/credential/basic-skills-requirement-bsr.shtml>

Subject Matter Requirement (SMR): Review the options here <https://www.csuchico.edu/soe/credential/basic-skills-requirement-bsr.shtml> at the bottom of the page.

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 <https://www.csuchico.edu/careers/>

Essay Responses

There are two essay prompts on the essay. They are short; no more than 500 words each. However, please allow yourself time to write these responses.

Submit Application