

## **Application Q&A (for spring 2021 start)**

### **Q: Where is the credential application?**

A: Application can be found at  
<https://www.csuchico.edu/soe/credential/apps.shtml>.

### **Q: When does the application open?**

A: It is open now

### **Q: When is the application due to start the program in spring 2021?**

A: 11:59pm on September 15, 2020

### **Q: How do I get started?**

A: Please read the information listed at  
<https://www.csuchico.edu/soe/credential/apps.shtml>.

### **Q: How much is the credential application?**

A: \$75 (be sure to attach the copy of your receipt to the application fee section on the application)

### **Q: What are all of the documents I need to have attached?**

A: Subject Matter Competency (CSET or Waiver letter), Basic Skills (CBEST or SAT or ACT), Prerequisite courses (completed or in-progress), Resume, Disposition Form, 2 written statements (see below for the prompts), TB clearance, and a Certificate of Clearance (view instructions at <https://www.csuchico.edu/soe/assets/documents/coc.pdf>).

**Q: What if I am still working on the prerequisite courses?**

A: You must have all prerequisite courses completed before the semester you are starting the program. For example, if you are starting the program in spring 2021, you will need to have the prerequisites done before January 19, 2021 (first day of spring semester). If you are enrolled in prerequisites in fall 2020, select “in-progress” on the application.

**Q: What are the written statements?**

A: You will need to attach a belief and experience statement.

The belief statement prompt:

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.

The experience statement prompt:

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.

**Q: What is the GPA requirement?**

A: Cumulative GPA of 2.67 or 2.75 within your last 60 units

**Q: What if I my GPA is low?**

A: Still submit an application. After application has been reviewed, you may be eligible to submit a low GPA appeal. A low GPA appeal consists of a written statement of why your GPA was low and how you plan to maintain a good GPA while in the credential program.

**Q: What if I would like someone to help with my resume?**

A: For additional assistance on your resume, check out the career center:  
<https://www.csuchico.edu/careers/students-and-alumni/resumes-cover-letters-etc.shtml>

**Q: What do I do if I cannot complete the requirements?**

A: Still submit an application. Worst-case scenario, you will have to postpone your start date until you have met the requirements. You will not have to submit another credential application.

**Q: What if I was unable to take CSET and/or CBEST due to COVID19/testing centers being closed?**

A: Still submit an application. Worst-case scenario, you will have to postpone your start date until you have met the requirements. You will not have to submit another credential application.

**Q: What is a Certificate of Clearance (COC)?**

A: Essentially, a COC is a background check (live scan) that says you are okay to be in a classroom full of children. Please view instructions on how to obtain your COC at <https://www.csuchico.edu/soe/assets/documents/coc.pdf>.

**Q: What if I have done a Live Scan (finger printing) previously?**

A: Unless you have done a Live Scan specifically for the Commission on Teacher Credentialing (CTC), you will need to do another Live Scan.

**Q: What do I need to do a Live Scan?**

A: The information can be found at <https://www.csuchico.edu/soe/assets/documents/coc.pdf>. Page 3 is the document you need to take to the Live Scan Agency. Section 1 and 2 are already filled out for you, you will need to fill out section 3 and you SSN in section 4. You do not need to put anything in section 5 or 6.

**Q: How many Letters of Recommendation do I need?**

A: Two (2). These letters are submitted electronically.

**Q: What is a Disposition Form?**

A: A disposition form is a rating/review form that is completed by an individual who has seen you in a classroom setting and can rate you based on their observation of you in the classroom. For some, this form was completed during EDTE 255 (or an equivalency of EDTE 255 (such as EDUC 2 at Butte). Disposition Form can be located at <https://www.csuchico.edu/soe/assets/documents/sped-core-competency-form.pdf>.

For those currently in EDTE 255 (or any of the equivalencies) or who took EDTE 255 (or any of the equivalencies) in spring 2020, you will not have a disposition form. You will not need to submit a disposition form, instead you will need to submit a third letter of recommendation in which the letter speaks of your disposition.

**Q: What if I cannot locate the disposition form or I never had one filled out?**

A: If you cannot locate this form, you can have it filled out again by either your past mentor teacher or another teacher whose classroom you have worked or observed in. If you did not have one filled out, anyone who has seen you in a classroom setting can fill one out for you. Disposition Form can be located at

<https://www.csuchico.edu/soe/assets/documents/sped-core-competency-form.pdf>.

**Q: What is an internship?**

A: An internship replaces your student teaching. Instead of being placed with a cooperating teacher and co-teaching as a student teacher, you have been hired on at a school site as the teacher of record. Your district provides you with a local support teacher, but essentially, it is your classroom. Chico State does not provide internships for students; you do need to obtain your own. If you have additional questions on interning, please email Amanda Taylor, [ataylor50@csuchico.edu](mailto:ataylor50@csuchico.edu).

You can also find more information at

<https://www.csuchico.edu/soe/more/internship-information.shtml>.

**Q: What is the Cal State Apply application?**

A: There are two applications to the credential program. One is the credential application itself and the other is to Chico State. This second application is the Cal State Apply application. You will need to submit a Graduate Application to the Chico State Office of Graduate Studies (<http://www2.calstate.edu/apply>), unless you have already been admitted to Graduate Studies. Admission to the university is a separate process from the credential application. Select Conditionally Classified Credential for your application type. You can find application tips at <http://www.csuchico.edu/soe/credential/apps.shtml>.

**Q: What if I have additional questions?**

A: If you have not already, check out the Credential Application Workshop (PowerPoint Edition). There is also an alternative “credential application walk through” at <https://www.csuchico.edu/soe/assets/documents/credential-application-walkthrough.pdf>. Still have questions; please contact Amanda Taylor, Credential Advisor, [ataylor50@csuchico.edu](mailto:ataylor50@csuchico.edu).

**\*This document will be updated with additional questions as I am asked them and I feel as though they are good for everyone to know.**

Last updated 7/20/2020