

Applying to a School of Education Credential Program

How do I get started?

1. **Submit a Graduate Application to the Chico State Office of Graduate Studies** (<http://www2.calstate.edu/apply>), unless you will remain an undergraduate as part of a blended program or 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. Applications are due February 15 to start in fall, or September 15 to start in spring. You can find application tips at <http://www.csuchico.edu/soe/credential/apps.shtml>.
2. Carefully read the information for your program: <http://www.csuchico.edu/soe/credential/apps.shtml>. See links to courses, requirements, FAQs, applications, and instructions. It is recommended that you visit with a Credential Advisor for initial advising. Call (530) 898-6455 or email credentials@csuchico.edu to schedule an appointment. Apply during the semester you plan to complete the prerequisite courses. Applications are due February 15 for fall-start programs, or September 15 for spring-start programs.
3. **Enroll in prerequisite courses** that you have not yet taken. See the course sequence link on our website for a list of the courses required. After completing your early field experience observations in the prerequisite course, be sure to keep a copy of the Candidate Disposition Form for your application. ***Prerequisite courses must be completed before starting a credential program.*** Grades earned for all prerequisites must be C- or higher. If you believe you have coursework equivalent to a prerequisite course, please email credentials@csuchico.edu for coursework evaluation.
4. All applicants must satisfy the **Basic Skills Requirement** for reading, writing, and mathematics prior to applying for admission to a credential program. Options for satisfying the Basic Skills Requirement may be viewed at www.ctc.ca.gov/credentials/leaflets/cl667.pdf. CBEST is the most common way to satisfy the requirement, but SAT, ACT, EAP, EPT/ELM, and AP scores are also allowed. If you take the CBEST, <http://www.ctcexams.nesinc.com/>, when registering please be sure to have your results sent to CSU, Chico. ***Passing status for Basic Skills is required for admission to the credential program.***
5. All applicants must satisfy **Subject-Matter Competence** for the subject area authorized by the credential sought prior to applying for admission to a credential program. Subject-Matter Competence may be satisfied by either obtaining a **waiver** from an approved subject-matter preparation program (contact an advisor in your subject area for advising) **or** you must pass **all** sections of the CSET for your subject area (www.cset.nesinc.com). When registering for the CSET, <http://www.ctcexams.nesinc.com/>, please be sure to have your results sent to CSU, Chico. ***Subject-Matter Competence is required for admission to the credential program.***
6. **GPA requirement at time of admission:** 2.67 cumulative or 2.75 in your last 60 semester units (for MA students only: GPA requirement is 3.0 for last 30 units and 2.75 for last 60 units).
7. Plan to start your **Certificate of Clearance** (fingerprint clearance) early. Directions for the two-step process and the required forms are available at <https://www.csuchico.edu/soe/assets/documents/coc.pdf>. You cannot begin student teaching until your fingerprints have been cleared. If you hold a different document through the CTC that is current and valid, you can use that document satisfy the fingerprinting requirement but you will still need a Certificate of Clearance.
8. **View the credential application and checklist at <http://www.csuchico.edu/soe/credential/apps.shtml>. The online application, not this page, lists all requirements for the application.** This application is due by February 15 for fall-start programs or September 15 for spring-start programs (you should apply during the semester you are completing the prerequisite courses).
9. Questions? Contact the School of Education (<https://www.csuchico.edu/soe/index.shtml>).