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 Amanda Taylor for initial advising. Call (530) 898-6421 or email ataylor50@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 ataylor50@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).


Updated 9/2020