Dear Interested, Online Teaching Credential Applicant:

Thank you for your interest in earning a teaching credential through the Cal State East Bay Online Single Subject Credential program. This program is fully accredited and has the same course of instruction as our campus-based program but is a different program than our on-campus program.

Students will begin coursework in the summer and will then serve in a classroom (approved by the Teacher Education Department) in spring and fall while they complete the program coursework concurrently online. If you can email and use a website, then you have the technical skills necessary to complete the program. If you have a commitment to improve our educational system, to regularly participate in your online classes, and to put what you learn into action, then you are the kind of candidate we are seeking.

To complete the application process, you need to take these actions. Please send each of the items, noted on the included application checklist, to our office as soon as each part is complete. Please do not wait until you have collected every item to send what you have completed.

1. There are two applications, one to the University and one to the Teacher Education Department. For your Cal State East Bay (i.e. Cal State Apply) application, you will need one official transcript copy from every institute of higher education that you have ever attended. We highly recommend that you do not mail any transcripts for University admission until you have completed the Cal State Apply application.

2. Please review the application steps below for a complete list of admission requirements.

3. Please complete the program application in its entirety. The form should be completed as soon as possible. This allows us to open your program admission file.

4. We strongly urge you to consider applying for Financial Aid (FAFSA), even if you believe that you may not qualify. Many working graduate students do qualify for aid.

We have been offering teaching credential programs since 1960. Our graduates become dynamic teacher leaders in their teaching communities who make a positive difference in the lives of their learners throughout their teaching careers.

Please let me know if you have any further questions. We are here to help make the application process as smooth as possible.

Best regards,

James M. Mitchell, Ph.D.
Professor of Teacher Education
Director, Single Subject Online Credential Program
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Online Single Subject Teaching Credential Application Steps

Requirements Needed to Secure an Interview
- Complete the Department Application
- Complete University Application at calstate.edu/apply
- Statement of Purpose with cover sheet
- Verification of Basic Skills Requirement (hard copy of CBEST scores or other official test report)
- Verification of Subject Matter Competency (hard copy of official passing CSET scores or original Subject Matter Waiver letter) OR proof of registration for all CSET subtests or proof of pending Subject Matter Waiver Letter

University Requirements
- Transcripts - One set of official transcripts of ALL colleges/universities attended MUST be sent directly to Graduate Admissions

Department Requirements
- Bachelor Degree Transcripts – Submit official bachelor degree bearing transcript. If not available, submit an official Certificate of Completion letter from your university registrar’s office.
- GPA – Minimum undergraduate cumulative GPA of 2.67
- Early Field Experience Verification Form – verifying minimum of 45-hours of field experience working with groups of children.
- Two Letters of Recommendation from someone who has observed you working with groups children.
- CTC Certificate of Clearance or other valid CTC Document: Submit a copy of CTC document with issuance date & document number printed from CTC website.
- Copy of Negative TB Test Report (good for 3 years).
- Verification of the U.S. Constitution Requirement (transcript or hard copy of exam certificate printed in color).
- If not already submitted: Verification of Subject Matter Competency (hard copy of official passing CSET all subtest scores or original Subject Matter Waiver letter)
- Admissions Checklist
Requirements Needed to Secure an Interview

All program applicants are required to participate in an interview with a College of Education faculty member. You will be notified to schedule this interview after you have submitted your completed application packet with the following documents:

1. Complete the Department Application
2. Complete University Application at calstate.edu/apply
3. Statement of Purpose with cover sheet
   a. The statement of purpose responds to both of the following questions in one word processed, double spaced 300-500 word essay:
      i. Why do you want to work with groups of adolescents ages twelve (12) to seventeen (17)?
      ii. How does your background and/or experience inform your decision to pursue a license that authorizes one to work with socially, culturally, and economically diverse groups of children in California?

4. Verification of Basic Skills Requirement (hard copy of CBEST scores or other official test report)
   a. Demonstrated proficiency in written and spoken English and shall have taken an examination which has been determined by the Commission on Teacher Credentialing to meet the California Basic Skills Requirement (BSR). Applicants must either A) submit proof of meeting the basic skills requirement or B) submit proof of registration for the required exams. Proficiency is verified by submission of one of the following:
      i. Passing the CBEST exam. Submit a legible hard copy of the official California Basic Educational Skills Test (CBEST) full score report or other approved documentation as noted on the BSR leaflet. You may submit the online score report with the barcode displayed or a copy of the report. Online reports without the barcode are considered unofficial. Information about the CBEST can be found here. Submit a legible hard copy of the official score report.
      ii. Passing basic skills examination from another state.
      iii. Passing the CSU Early Assessment Program or the CSU Placement Examinations
      iv. For more information about the BSR requirements or additional options, click here.

5. Verification of Subject Matter Competency (hard copy of official passing CSET scores or original Subject Matter Waiver letter) OR proof of registration for all CSET subtests or proof of pending Subject Matter Waiver Letter
a. The candidate shall have demonstrated subject matter competency by the means appropriate to the credential sought. Applicants must either A) submit proof of meeting the subject matter competency or B) submit proof of registration for the required exams or C) proof that your Subject Matter Waiver Letter is in process in order to receive an interview.

b. The Single Subject credential candidate shall have achieved a passing score on any CSET that is required for the credential sought or satisfactorily completed a subject matter program appropriate to the credential and approved by the CTC—submit the signed original waiver documentation along with course evaluation.

c. The CSETs can be quite challenging. You are encouraged to take them early and allow yourself time to retake them, if necessary. State Law requires that candidates possess subject matter competency as demonstrated by CSETs or Subject Matter Waiver prior to working with TK-12 students in field placements. Priority admission is given to applicants who have the CSETs passed prior to the document deadline. Hard copies of test scores need to be submitted to the CSSC before you can begin the program, if admitted. Online reports without the barcode are considered unofficial. More information on the CSETs can be found here.

University Requirements Details
1. Transcripts
   a. One set of official transcripts of ALL colleges/universities attended MUST be sent directly to the Graduate Admissions office.
   b. The Graduate Admissions office accepts electronic copies of transcripts for your University file. Transcripts for your University application can be sent directly from the institution to electronictranscripts@csueastbay.edu.

Department Requirements Details
1. Bachelor Degree Transcripts
   a. Submit official bachelor degree bearing transcript. If not available, submit an official Certificate of Completion letter from your university registrar’s office.
   b. All transcripts should be sent directly to your home address, once you have gathered all transcripts you may submit them to the CEAS department, along with other completed documents.
   c. The CEAS department does not accept electronic transcripts.
   d. If you are currently a Cal State East Bay student or a Cal State East Bay graduate, transcripts do not need to be submitted unless you have completed post baccalaureate coursework at another institution.
Please note: If you are in the process of completing a bachelor’s degree at a school other than Cal State East Bay you will be required to provide a certificate of completion from your university’s registrar’s and one additional official transcript after your degree has been awarded. Your bachelor’s degree must have been awarded by a regionally accredited institution of higher education.

e. Foreign transcripts (if applicable): Applicants with international transcripts must provide a copy of an official evaluation of that coursework by an approved agency, for a list of approved agencies click here.

2. GPA – Minimum undergraduate cumulative GPA of 2.67

3. Early Field Experience Verification Form – verifying minimum of 45-hours of field experience working with groups of children.
   a. Documented field experience of at least 45 hours in a K-12 classroom or a documented field experience from the past three years. Pre-professional experience must be in a classroom or classroom-like setting with groups of adolescents ages twelve (12) to seventeen (17). Art, music, or physical education applicants want to teach in elementary grades may fulfill a portion of their early field experience with groups of children ages five (5) to eleven (11).
   b. At least 15 hours must be in a California public school classroom setting within the last two years. An acceptable public school experience includes work as a substitute teacher, para-educator, instructional aids, or classroom volunteer. Faith-based instruction is not acceptable.
   c. The remaining 30 of the 45 hours minimum must have been satisfied within the last three years. These hours may be completed in public or private school settings; in community-based venues such as the YMCA, park recreations center, or in a structured summer camp, after-school, or other formally organized program. Faith-based instruction is not acceptable.
   d. Submit as many Early Field Experience Verification forms as needed to verify the total hours.

*If you have taken TED 3001 at CSUEB, this course will cover 15 hours of your early field experience. To show proof, you will need to print an unofficial transcript from your MyCSUEB and circle the class so we can see that you received credit.
4. Two Letters of Recommendation from someone who has observed you working with groups of children.
   a. Provide two letters of recommendation that demonstrate suitable aptitude for teaching in public schools. Letters need to come from a person who has observed you teaching or working with groups of children in the age group you are pursuing your teaching credential. These observations must have been done within the last 3 years. Submit two letters of recommendation on official letterhead, signed, and dated. If letterhead is not available, include a business card.
   b. The letters should come from the same individuals that have observed your early field experience. The letters must be related to your experience working with groups of children related to the credential sought.
   c. The individual writing the letter should be the teacher of record, not a student teacher. Academic letters of recommendation are not acceptable.

5. CTC Certificate of Clearance or other valid CTC Document: Submit a copy of CTC document with issuance date & document number printed from CTC website.
   a. Serves as evidence of having undergone the fingerprint, character and identification process required by the CTC. For detailed information, click here.
   b. You must obtain a Certificate of Clearance or hold a valid CTC issued document in order to be accepted to a credential program.
   c. Examples of CTC documents include, but are not limited to: Emergency 30-Day Substitute Teaching Permits, Short-Term Staff Permits, Child Development Permits, and other documents for which a fingerprint clearance is required for issuance.
   d. Submit document printout from CTC website that displays the document name, issuance date and expiration date. Document must remain valid while in the program.
   e. Please note that the school you are placed at for student teaching may require additional fingerprinting.

6. Copy of Negative TB Test Report (good for 3 years).
   a. Submit legible photocopy of your TB test results provided by your healthcare provider that include the date taken and date read from within the past two years.
   b. You must maintain current TB test results throughout your entire program. If your results expire during the program, you will need to retake the test. TB skin tests are valid for 3 years and chest x-rays are valid for 5 years.
   c. You may also be required to have more recent results by the fieldwork site.
   d. The TB requirement is separate from the CSUEB “Immunization Requirement” which is due by the end of your first semester in the program and is submitted to the University’s Student Health Center.
7. Verification of the U.S. Constitution Requirement (transcript or hard copy of exam certificate printed in color).
   a. Demonstrated knowledge of the provisions and principles of the United States Constitution as demonstrated by one of the following options:
      i. Bachelor’s degree earned from a CSU campus in any major; indicate this option on the checklist and do not submit an additional transcript for the Department packet, or
      ii. An authorized college level course (2 semester or 3 quarter units). Make a photocopy of your official transcript(s)—this is from your personal transcript copy; you must not open the official transcripts required for the admissions packet. (If the course is listed on your degree bearing transcript, you do not need to submit additional documentation.) Circle the course(s) that you think may satisfy the U.S. Constitution requirement and include a printout of the course description(s). There is no expiration date for course validity. Please note the course grade(s) must be a “C” or better; or
      iii. Passage of U.S. Constitution examinations verified by a regionally-accredited college or university will be acceptable for certification purposes. Submit the official score report showing passage of the U.S. Constitution exam.

8. If not already submitted: Verification of Subject Matter Competency (hard copy of official passing CSET all subtest scores or original Subject Matter Waiver letter)

9. Admissions Checklist
   a. The Admissions Checklist needs to be submitted with your application, only once. You will need to sign and date the Acknowledgement at the bottom.