Multiple Subject Credential Program

General Information

Deadline: Both the Credential Program Application and the University Graduate Admission Application are due.

February 10: Start in FALL semester

The Department of Elementary Education will only be offering fall admission for the Multiple Subject program. A spring-start program will no longer be available.

Attend an Information meeting: The Credential Services Office holds Meetings regularly. Check the bulletin board outside Burk Hall 240, visit our web site, http://www.sfsu.edu/~credinfo/infomtg.html, or call the office, (415/338-7038), for dates and times. Meetings are designed to inform students of the best possible way to meet the requirements for admission to a Credential Program. Explanation of the requirements, a description of the program, and timelines are discussed. All applicants are strongly encouraged to attend an information meeting.

Checklist: The following list is a quick overview of program requirements. A brief description of each requirement follows.

**Required to enter the Multiple Subject Credential Program:**

A. CSU Graduate \ Post-baccalaureate application
B. 1. Multiple Subject Credential Program Application
   2. Official transcripts from all colleges or universities attended
   3. Bachelor’s Degree must be posted before starting the program
   4. GPA (2.67 overall or 2.75 in last 60 semester units)
   5. Statement of Purpose
   6. Early Field Experience in classroom setting
   7. Letters of recommendation (minimum of two)
   8. Pass CSET (California Subject Examinations for Teachers)
   9. Pass CBEST (California Basic Educational Skills Test)
10. Second Language Requirement
11. Application for Certificate of Clearance or other acceptable documentation
12. Negative TB test completed within last 6 months

Admission Procedures: Faculty will only interview applicants with complete applications who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by mail 2 to 3 weeks after the application deadline. Applicants will be notified by mail of the admission decision 2 to 3 weeks after the interview. There will be a mandatory orientation meeting for applicants who are offered admission. After attending the orientation, new students will be assigned a faculty advisor and register for classes.
A. **CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION**

Apply to San Francisco State University’s Graduate Division (415/338-2234, ADM 254), using the Graduate/ Post-baccalaureate application to The California State University. Indicate your objective as Multiple Subject Credential – Code 200. The application can be filled out on-line at [http://www.csumentor.edu](http://www.csumentor.edu). You can also check the status of the application on-line at [https://www.sfsu.edu/online/appstatus.htm](https://www.sfsu.edu/online/appstatus.htm). There is a $55 fee for this application.

If you are an international student or if you have a bachelor’s degree from outside the United States, please contact the Graduate Admissions directly. There may be additional admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

Submit one official set of transcripts from every college or university attended to the SFSU Graduate Admissions, ADM 254, 1600 Holloway Avenue, San Francisco, CA 94132. (Transcripts may be sent directly from colleges/universities to SFSU Graduate Admissions or may be submitted directly with the Graduate/Post-baccalaureate application if they are still enclosed in sealed envelopes.) If you have previously attended SFSU, you may not need to send transcripts. Please check with Graduate Admissions regarding their policies.

B. **CREDENTIAL PROGRAM REQUIREMENTS FOR ADMISSION**

1. **Credential Program Application:** Applicants must also complete the Multiple Subject Credential Program Application. The application includes the items listed below.

2. **Transcripts:** Official transcripts must be included with the Credential Program application or sent by the school directly to the Credential Services Office. This is in addition to transcripts for the CSU Graduate/Post-baccalaureate application. Transcripts from outside the United States must be evaluated by an approved agency. Contact the Credentials Services Office for a list of agencies. We recommend that applicants collect all official transcripts and turn them in with the application, if at all possible.

   For the Credential Program application, official transcripts of SFSU work are not needed; print unofficial copies from the Internet. You must submit official transcripts of any coursework that does not appear on your SFSU transcript.

3. **Degree:** Applicants must have earned a bachelor’s degree or higher from a regionally accredited college or university. For more information about what accreditation is necessary, please contact the Credential Service Office directly. Applicants with degrees from outside the United States must have the equivalent of a bachelor’s degree from a United States regionally accredited institution. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and updated transcripts once the degree has been awarded.

4. **GPA:** Applicants for admission should have attained a grade point average of at least 2.67 in all baccalaureate and post baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units or 90 quarter units.

5. **Statement of Purpose:** Applicants must submit a typed essay (1-3 pages) in which they explain their reasons for wanting to enter the teaching field. The essay should highlight any experiences that would demonstrate the applicant’s potential as an educator in a culturally diverse, multilingual, urban school.

6. **Early Field Experience:** Applicants must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience prior to applying to the Multiple Subject Credential Program. The experience should be within the last 5 years. This Early Field Experience requirement can be met by volunteering, substitute teaching, or working in a Multiple Subject, regular education classroom. The classroom should be linguistically diverse, meaning that at least one third of the students are English Language Learners. This includes Ebonics speakers. A letter from the teacher or site administrator supervising the experience must verify this experience. The letter should briefly describe the classroom composition, environment, state how the applicants was involved in the classroom, and include qualitative comments about the applicant’s performance in the classroom, especially noting the applicant’s effectiveness in a linguistically and culturally diverse classroom. The letter should be on letterhead and have an original signature. A sample letter is attached.

   Experiences or forms of documentation varying from the above must have prior approval from the Department Chair in the Department of Elementary Education.

   Resources that can assist you in finding field experience locations are The San Francisco School Volunteers (415/749-3700) or Pacifica School Volunteers (650/355-9432), or the SFSU Community Involvement Center (CIC 415/338-1486). You may also call your local school district for more options. The San Francisco State University course EED 646 will also meet this requirement. The Teacher Preparation Center has a more complete list of volunteer placement programs. You can also contact your local school district directly.

7. **Letters of Recommendation:** A minimum of two letters is required. At least one of the letters must be related to the Early Field Experience. Letter(s) should address the applicant’s character, aptitude for teaching, work ethic, effectiveness within a diverse environment, et cetera. Additional letters beyond the required two will also be accepted to augment the application. Letters should be on letterhead and have original signatures. Letters from relatives and letters more than five years old will not be accepted.
8. **CSET:** The Credential program does not provide further preparation in a subject area. Knowledge of the subject should be mastered before beginning a credential program.

In accordance to Executive Order 896 from the California State University Chancellor’s office, applicants must pass all parts of the CSET: Multiple Subjects exam to be admitted to the credential program. The requirement is not considered complete until passing scores of all Multiple Subjects subtests of the CSET exam are received. See the CSET/SSAT exam information and registration guide. [http://www.cset.nesinc.com/](http://www.cset.nesinc.com/). Consult the Teacher Preparation Center for information about the latest test date that will be acceptable for the semester in which you are applying. Even if you request scores to be sent to the university directly from the testing company, also submit a photocopy of scores directly to the Credential Services office. Late scores could delay or otherwise adversely affect admission to the program.

All subject matter competency exam scores are valid for five years. As of January 2003, the CSET is the new exam for Multiple Subjects competency.

9. **CBEST:** Applicants must pass all portions of CBEST (California Basic Educational Skills Test). Registration bulletins can be picked up outside the Teacher Preparation Center (BH 244) or found on-line at [http://www.cbest.nesinc.com/](http://www.cbest.nesinc.com/). A photocopy of the Passing Status card must be submitted directly with the Credential Program Application, even if you requested your scores be sent directly to the school from the testing company. Check with the Teacher Preparation Center for the last possible test date that will be accepted for admissions purposes.

10. **Second Language Requirement:** Applicants must show "verification" of experience learning a single second language obtained through one of the options described on page 5.

11. **Certificate of Clearance:** In accordance with California State law and Education code, all teaching credential applicants must go through a background check and fingerprinting process and have results of a recent, negative TB test before entering the classroom. Please see the attached forms. The completed form 41-CIC (blue) and completed form 41-LS must be submitted with a receipt for $27.50. It is advantageous to get this turned in early so that it will not delay your admission. (If you downloaded this information from the Internet, contact the Teacher Preparation Center for the aforementioned forms. They are not available on the web.) Acceptable documentation in lieu of forms: most credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30-day, pre-intern, emergency long-term, clear or preliminary, or children’s center permits.

12. **TB Test:** TB test verification should be a photocopy of a note or card from a Doctor. A negative skin test or a letter from a doctor verifying a clear chest x-ray is acceptable. Test or x-ray evaluation should be no more than 6 months old.

**OPTIONAL**

There is the option of Instructional Technology 601 before being accepted to the program, if there is room in the course. Equivalent courses can be taken at other universities. The equivalents to these courses are only offered at colleges and universities (or their extension programs) with teaching credential programs. It is not offered at community colleges. If you are not able to take these class before the credential program, the class will be added to your program and needs to be completed before the credential is awarded.

The Instructional Technology course can also be waived by taking an exam. The Preliminary Educational Technology test (test code 030) that is part of the SSAT (Single Subject Assessment for Teaching) series is offered by NES [www.cset.nesinc.com](http://www.cset.nesinc.com) and meets the level 1 computer requirement.
THE PROFESSIONAL EDUCATION SEQUENCE

Dependent on approval by the Commission on Teacher Credentialing, we will be offering the following variations:

- **Regular Program**—All classes will be held on the SFSU campus and student teaching placements will be in San Francisco and near-by areas as arranged with the faculty advisor. This program is intended to be a 2 Semester, full-time program. Variations from the proposed schedule must get prior approval from a faculty advisor.

- **Bilingual Education** (For those who are bilingual in Spanish or Cantonese and would like to teach in a Bilingual environment.) all classes will be held on the SFSU campus and student teaching placements will be in San Francisco and near-by areas as arranged with the faculty advisor. This program is intended to be a 2 Semester, full-time program. Variations from the proposed schedule must get prior approval from a faculty advisor.

- **MATE program** (Muir Alternative Teacher Education) This is a two-semester program. There is no part-time option for the MATE program. All classes are held and all student teaching hours are completed at John Muir Elementary School. MATE students will be at the school site for the entire school day 4 days a week. Muir Elementary is located at 380 Webster St, San Francisco, CA. The faculty coordinator for the MATE program is Pat Shandler, anya@sfsu.edu.

- **Cañada Pathways program**—courses will be held at the Cañada College campus facility in Redwood City, CA. This program will be offered on a part-time, 5-semester schedule. The faculty coordinator for the Canada College program is Vera Lane, vlane@sfsu.edu.

Coursework requirements will be the same for all program options.

<table>
<thead>
<tr>
<th>Prerequisites/ co-requisites</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td><strong>Instructional Technology Level 1</strong></td>
<td><strong>EED 684 (3 units)</strong> Curriculum and Instruction, Math</td>
<td><strong>EED 679 (3 units)</strong> Curriculum and Instruction, Science</td>
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<td>This requirement may be met in one of two ways:</td>
<td><strong>EED 701 (3 units)</strong> Social/cultural/historical Foundations</td>
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<tr>
<td>1. Course</td>
<td><strong>EED 682 (4 units)</strong> Teaching Reading-Language Arts grades K-3</td>
<td><strong>EED 737 (3 units)</strong> Teaching Social Studies, Social Justice, and Literacy grades 3-6</td>
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<tr>
<td>ITEC 601 (1 unit)</td>
<td><strong>EED 783 (3 units)</strong> Developmental Teaching and Learning in Diverse School Settings (title subject to change)</td>
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<tr>
<td>Computer Fundamentals for Teachers</td>
<td><strong>EED 749 (3 units)</strong> Second Language Acquisition</td>
<td><strong>EED 647/747</strong> (2 units plus 2 units) Teaching Practicum Phase II Teaching Seminar</td>
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<td>2. Exam</td>
<td><strong>EED 646 (2 units)</strong> Teaching Practicum Phase I</td>
<td>Weeks 1-7: 9 hours per week in school</td>
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<td>Preliminary Educational Technology</td>
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<td><strong>EED 648/748</strong> (4 units plus 2 units) Student Teaching Seminar (Visual &amp; Performing Arts)</td>
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<td>(test code 030)</td>
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<td>Weeks 8-15: 5 days a week, full time student-teaching including 2 week solo</td>
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<td>Part of the SSAT series through NES. <a href="http://www.cset.nesinc.com">www.cset.nesinc.com</a></td>
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**Required before a credential can be granted, in addition to Credential program coursework:**

✔ **Completion of U. S. Constitution course or exam:** Applicants must meet the U.S. Constitution requirement either by course work or examination. At the time of admission, students will be notified if they have already met this requirement through prior course work. The Department of Secondary Education offers a two-unit course, S ED 615, Constitutional Concepts for Future Teachers, which will satisfy the requirement. The Teacher Preparation Center can provide a list of alternate testing options that meet this requirement.

✔ **RICA:** Reading Instruction Competence Assessment. This test should be taken after taking EED 682, Teaching Reading-Language Arts. See http://www.rica.nesinc.com for registration information or pick up a registration bulletin outside the Teacher Preparation Center.
**Second Language Requirement** Candidates must show verification of experience learning a single second language obtained through one of the options described below:

A. Completion of 1-6 semester units (or 1-9 quarter units) in course work that emphasizes the learning of a language other than English (including American Sign Language). A grade of "C" or better, "Pass," or "Credit," must be earned in each course, verified by an official transcript from a regionally accredited college or university, or comparable institution outside the United States. Professional Development and Continuing Education units from such institutions are acceptable.

B. Successful completion of two years of course work in a language other than English in grades seven (7) through twelve (12) in a public or private secondary school with an average grade of C or better, verified by an official transcript or a letter from the school.

C. Successful completion of the training in a language other than English given by the Peace Corps to volunteers preparing to serve in a non-English speaking country, verified by official Peace Corps documentation.

D. Immigrating to the United States from a non-English speaking country at any age, verified by a birth certificate, passport, entry visas, or other documents.

E. Passage of any two of the four parts (listening, reading, speaking, and writing) of Test 6 of the CLAD/BCLAD Examinations, described in Section 80015.3, verified by an official score report.

F. Passage of any nationally administered, standardized examination in a language other than English, verified by an official score report.

G. A proficiency level of "novice-high" or above on the American Council on the Teaching of Foreign Languages, Inc. (ACTFL) Proficiency Guidelines or "0+" (zero plus) or above on the Interagency Language Roundtable (ILR) Proficiency Descriptions, verified by an official score report.

H. A score on a College-Level Examination Program (CLEP) examination in a language other than English administered by the College Board equal to or higher than the minimum score recommended by the American Council on Education for awarding credit for two semesters, verified by an official score report.

I. Residence in a non-English speaking country or countries for twelve consecutive months at age 18 or older, verified by passports, work visas, letters from employers, or other documents.

J. Successful completion of one academic year (over a single period) at age 14 or above at a school in which all instruction, except in the subject area of English, was delivered in a language other than English, verified by an official transcript or a letter from the school.

K. Successful completion of two academic years in a non-English language development school program. Must be verified by letter or transcript. (e.g. Chinese language after-school or Saturday language program)

L. Achievement of a score on the Advanced Placement Examination in a language other than English offered by Educational Testing Service for which college credit or advanced standing is awarded, verified by either an official transcript or a letter from the registrar's or admission's office from a regionally accredited institution of higher education.

M. Completion of 90 hours of language training, with a grade of "C" or better or the equivalent, in a language other than English offered under the auspices of the California Department of Education's Bilingual Teacher Training Program (BTTP) or by a county office or school district whose program, prior to its implementation, has been deemed equivalent to the BTTP by the California Department of Education. This training is to be verified by a letter signed by an authorized representative of the BTTP or county or district program.