

**Credential Program Application**  
**Preliminary Multiple and Single Subject Programs**  
**Fall 2014**

Priority Consideration Deadline: April 1, 2014  
Final Deadline: August 8, 2014

All applicants are required to complete an online Information Session prior to submitting an application. The Information Session can be found on the [Credential Office website](#).

Complete the application packet using the checklist included. Incomplete packets will not be accepted. If you are mailing your application packet, please be sure it is complete and include a self-addressed stamped envelope so that we may return your original exam scores. We do not accept any scanned or faxed items.

Term applying to: \_\_\_\_\_ Student ID# (if applicable): \_\_\_\_\_  
Semester/year

Name: \_\_\_\_\_  
Last First Middle Maiden/Former

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

B.A./B.S. Degree Major: \_\_\_\_\_ Granting Institution: \_\_\_\_\_

Date degree conferred or anticipated date: \_\_\_\_\_

Current Class Standing:  SOPH  JR  SR  GRAD

Previously enrolled in a credential program at another institution? Yes  No

List institution and year: \_\_\_\_\_

Previously applied or admitted to a credential program at CSUN? \*Yes  No

List program and year: \_\_\_\_\_

*\*If you answered yes **STOP!** You must meet with a credential advisor before submitting a new application.*

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may have previously been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective Nov. 19, 1974, all files maintained on a student are to be available for perusal by the student.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Select Credential Program option and pathway:

- Multiple Subject
- Traditional (Full and Part-time)
  - ITEP-Freshman Undergraduate Program
  - ITEP-Junior Undergraduate Program
  - \*Accelerated Collaborative Teacher Preparation Program (ACT) One Year Full Time Post Baccalaureate- Fall admission only
  - \*Intern (requires employment as a teacher)

Single Subject: \_\_\_\_\_

- Subject area
- Traditional (Full and Part-time)
  - Four-Year Integrated (FYI) English or Math only Undergraduate Program
  - Junior Year Entry Integrated (JYI) English or Math only Undergraduate Program
  - \*Accelerated Collaborative Teacher Preparation Program (ACT) One Year Full Time Post Baccalaureate- Fall admission only
  - \*Intern (requires employment as a teacher)

\* Additional application required, please contact the Credential Office

1. **Graduate Application to the University:** Admission to a post baccalaureate credential program requires dual applications. You must apply to both the university and the program. Apply to the university at [www.csumentor.edu](http://www.csumentor.edu) indicate "Credential" as your objective. *This application is not required if currently enrolled as a CSUN graduate student.*

- Application has been submitted online verification is attached
- Currently a CSUN Graduate Student

2. **Transcripts:** Starting with your current or most recent college/university attended; please list all colleges and universities you have attended (including CSU Northridge) below. Transcripts must be **official**, in a sealed envelope. Please arrange for all transcripts to be sent directly to **you** by the institution so that you can attach them to this form and submit them as part of your application packet. Transcripts from CSU Northridge may be unofficial.

**Foreign transcripts:** 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 visit <http://www.ctc.ca.gov/credentials/leaflets.html>

Transcript is enclosed <input checked="" type="checkbox"/>	College/University	City/State	Dates Attended	Degree Received/Date
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

3. **Information Session:** All program applicants must submit verification that they have completed an Information Session within the past six months. For session options, please visit the [Credential Office website](#)

Verification of completion is attached

4. **\*Basic Skills Requirement (BSR):** For verification purposes, please bring **both** the original score report **and** a photocopy for us to keep. Attached is a score report for one of the following:

All sections of CBEST passed

All sections of CSET: Multiple Subjects and Writing Skills exam passed (**Option available for Multiple Subject applicants only**)

Other approved option (See [Basic Skills flyer](#) for other options)

Attempted all sections of CSET: Multiple Subject and Writing Skills exam **or** attempted all sections of CBEST. (**Option available for Multiple Subject ITEP applicants only**) *Exams must be passed prior to student teaching*

5. **Subject Matter Competence:** For verification purposes, please bring **both** the original score report **and** a photocopy for us to keep. Attached is one of the following:

Score report verifying all subtests of appropriate CSET exam passed

Original document from a California college or university verifying completion of a Commission on Teaching Credentialing (CTC) approved subject matter program with an authorized signature (**Option available for Single Subject applicants only**)

Original document from CSUN verifying completion or final semester enrollment in a CTC approved subject matter program (**Option available for Single Subject applicants only**)

Applying under **ITEP** option and understand all subtest of CSET Multiple Subject exam must be passed prior to student teaching

Applying under **FYI/JYI** option and understand an original document verifying 80% completion of subject matter program with authorized signature must be submitted prior to student teaching.

6. **Fingerprint Clearance:** Applications will not be accepted without evidence of current fingerprint clearance from the Commission on Teacher Credentialing (CTC). Attached is one of the following:

Copy of a valid CTC Certificate of Clearance with the issuance date and expiration date listed

Copy of valid substitute teaching permit or other CTC credential document with the issuance date and expiration date listed.

*Instructions on completing the online process can be found on the [Credential Office website](#) under [application forms](#)*

7. **Statement of Objectives:** Type a 1-2 page essay addressing the following questions:

- Why do you wish to become a teacher?
- What will you contribute to the profession?
- What do you plan to achieve as a teacher?

Attached is my statement of objective essay

8. **Letters of Recommendations:** Two professional letters of recommendation dated within the last 5 years. Letters should support your admission into the credential program. They should be dated, signed and on letterhead. *Letters from friends or family members are not acceptable*

Two letters of recommendation letters are attached

9. **Early Field Experience:** 45 hours of field experience (see [form](#) for details)

The completed Early Field Experience Verification form is attached

10. **Tuberculosis Clearance:** Evidence of freedom from tuberculosis.

Copy of negative T.B. skin test or chest x-ray results taken within the last two years is attached.

11. **Responsibility Form:** Please read carefully and sign the Credential Program Candidate [Responsibilities form](#).

Attached is the signed responsibilities form

12. **Application Fee:** A \$25 non-refundable fee is required payable by cashier's check or money order to CSU, Northridge. Please include your student ID# or last four digits of your social security number on your payment.

The \$25 application fee is attached

13. **Program Interview:** All program applicants are required to participate in an interview with a College of Education faculty member. You will be directed to schedule this interview after you have submitted your application packet

14. **Student Teaching Application:** If you intend to complete the Traditional program in one year you must submit a student teaching application with your program application. The student teaching application is available on the [Credential Office website](#).

Attached is my student teaching application

Not applicable