

Single Subject Application Process and Course Information

All applicants are highly encouraged to attend an Information Session prior to submitting an application. The schedule for Information Sessions can be found on our [website](#). We use a rolling admissions process and candidates with complete applications may receive early admissions.

Deadline Dates

Department Applications (Traditional & Alternate Route)	University Application (Cal State Apply)
Applications open: November 26, 2019	Applications open: February 1, 2020
Applications close: April 1, 2020	Applications close: April 1, 2020
Document deadline: April 15, 2020	Document deadline: April 15, 2020

- 1. Department Application:** Complete the online application \$25 non-refundable application fee. **APPLY NOW**
- 2. University Application:** Complete the online application at [Cal State Apply](#). There is a \$55 application fee.
- 3. Transcripts:** You must have a cumulative GPA of 2.67 or a 2.75 GPA in your last 60 units to be admitted and be in good academic standing. Official transcripts must be submitted in person or by mail to Graduate Admissions **and** the Credential Office at:

Office of Graduate Admissions Cal State East Bay 25800 Carlos Bee Blvd Hayward, CA 94542 *Official transcripts from ALL colleges/universities attended.	Credential Student Service Center Cal State East Bay 25800 Carlos Bee Blvd Hayward, CA 94542 *ONLY official bachelor degree bearing transcript.
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IMPORTANT! You should request all transcripts sent directly to your home address, once you have gathered all transcripts you may submit them to both offices separately. The department does not accept electronic transcripts, however, the university does accept electronic copies of transcripts for your University file. Have transcripts for your University application send directly from the institution to electronictranscripts@csueastbay.edu.

*If 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.

**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.

***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 visit <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

4. **Admissions Checklist:** The [Admissions Checklist](#) needs to be submitted with your application, only once. You will need to sign and date the bottom.

5. **Certificate of Clearance:** Submit a printout of your Certificate of Clearance or valid CTC issued document. Printout must include the document name, issuance date, and expiration date. <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

- 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.
- Please note that the school you are placed at for student teaching may require additional fingerprinting.
- [Live Scan form](#)

6. **Basic Skills Requirement:** 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:

1. Passing the CBEST exam. Submit a legible hard copy of the official California Basic Educational Skills Test (CEBEST) 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 at http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_Tests.html. Submit a legible hard copy of the official score report.
2. Passing basic skills examination from another state.
3. Passing the CSU Early Assessment Program or the CSU Placement Examinations

For more information about the BSR requirements or additional options visit: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.

7. **Subject Matter Competency:** 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.

- 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.

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. Conditional admitted candidates who fail to pass the CSETs prior to start of field work will be dismissed from the program.

More information on the CSETs can be found at www.ctcexams.nesinc.com/about_cset.asp.

8. Negative Tuberculosis (TB): 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.

9. 45 hours of Early Field Experience: 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, physical education or science applicants want to teach in elementary grades may fulfill a portion of their early field experience with groups (5 or more) of children ages five (5) to eleven (11).

- 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.
- 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.
- Submit original [Early Field Experience Verification](#) form. Use as many forms as needed to verify the total hours.

*If you have taken TED 3001 (or TED 301) 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.

10. U.S. Constitution: Demonstrated knowledge of the provisions and principles of the United States Constitution as demonstrated by one of the following options:

- 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
- 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
- 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. For online U.S. Constitution exam , certification of completion must be printed in color.

11. [Statement of Purpose](#)

12. **Letters of Recommendation:** 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.

- Letters of recommendation need to be on official letterhead, signed, and dated. If letterhead is not available, include a business card. Academic letters of recommendation are not acceptable.

13. **Program 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 application packet.

Sample Course Sequence

Summer

- TED 521 - Content Literacy for All Learners (4 units)
- TED 520 - Foundations of Single Subject Education (4 units)
- TED 522 - Introduction to Teaching Emergent Bilinguals (1 unit)
- TED 525 - Teaching Special Education Students in a Single Subject Classroom (1 unit)
- TED 5XX- Subject Specific Instructional Methods I (3 units)

Fall

- TED 523 - Inclusive Teaching Practices in a Single Subject Classroom A (3 units)
- TED 528 - Technology in the Single Subject Classroom (2 units)
- TED 575 - Single Subject Fieldwork Seminar I (2 units)
- TED 585 - Single Subject Fieldwork Placement I (5 units)
- TED 5XX- Subject Specific Instructional Methods II (3 units)

Spring

- TED 524 - Inclusive Teaching Practices in a Single Subject Classroom B (3 units)
- TED 529 – Professional Responsibilities in Education (3 units)
- TED 576 - Single Subject Fieldwork Seminar II (2 units)
- TED 586 - Single Subject Fieldwork Placement II (5 units)
- TED 5XX- Subject Specific Instructional Methods III (3 units)

Total: 43 units