



**Masters in Curriculum & Instruction plus Credential OR Multiple Subject Credential ONLY
General Information Packet**

Summer and Fall Deadline: March 1st

Submit a university application through Cal State Apply (<https://www2.calstate.edu/apply>) **Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.**

Attend An Information Meeting over ZOOM Conferencing

Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into a Credential plus Master's or Credential Only Program. Explanation of the requirements for the program, a description of what the program entails (i.e: course work, student teaching, pathways, etc.) and timelines are discussed. Applicants are strongly encouraged to attend the information meeting. Visit our website (<http://gcoe.sfsu.edu/events/information-session>) for the schedule and information on how to reserve a seat.

PROGRAM ADMISSION PROCESS

1. Submit a complete application on Cal State Apply. Applications missing one or more of the items specified below may not be reviewed.
 2. Faculty will interview applicants who meet minimum qualifications and program expectations. If selected for an interview, applicants will be notified by email.
 3. Applicants who are recommended for admission will be notified 2 to 3 weeks after the interview. Official notification of admission is determined by the Division of Graduate Studies and will be visible in the SFSU Student Portal.
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PROGRAM OPTIONS

1. **One-Year (Summer Start) Program:** Students in the one calendar year program are able to complete the credential in two semesters plus a summer program. The one-year program provides an intensive teacher education experience that prepares the graduate to rapidly take on the full responsibilities of classroom teaching.
2. **Three Semester Program:** The three semester SFSU Multiple Subject Credential Program provides comprehensive preparation for graduates to become highly effective teachers across a range of elementary grade classrooms (typically grade TK-6)
3. **Bilingual Authorization (w/ teaching credential):** SFSU's Elementary Education Department offers a Multiple Subject Credential with an added authorization in Spanish, Mandarin or Cantonese. The Bilingual Education for Social Transformation or BEST program is dedicated to preparing bicultural teachers in a variety of school settings. Applicants to this program must demonstrate a high level of Spanish, Mandarin or Cantonese.



CSU GRADUATE APPLICATION REQUIREMENTS:

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University: (<https://calstate.liaisoncas.com>)

- When filling out the online application for Credential ONLY: Select **MULTIPLE SUBJECT CREDENTIAL**
- For Summer Start (one year program) select **CURRENT ACADEMIC YEAR**
- When filling out the online application for Credential plus Master's Degree program: Select **MULTIPLE SUBJECT CREDENTIAL AND CURRICULUM AND INSTRUCTION (ELEMENTARY EDUCATION)**

2. **FEE:** There is a **\$70.00** fee for this application. You can pay online at the time of the application submission.

3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from **every** college or university attended to the SF State Graduate Admissions. Official transcripts will be required for admitted students. If you have previously attended SF State, you may not need to send transcripts. Please check with Graduate Admissions regarding their policies.

4. **PROOF OF DEGREE:** Applicants must have earned a bachelor's degree or higher, except in professional education (i.e., secondary education), from a regionally accredited college or university. 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 submit updated transcripts once the degree has been awarded.

5. **PROGRAM GPA REQUIREMENT:** Applicant must meet the following minimum GPA requirements:

- Credential Only program: GPA: 2.50 overall or 2.75 in the last 60 semester units or 90 quarter units
- MA+Credential Program: GPA 3.0 or higher in baccalaureate or post-baccalaureate coursework

6. **TOEFL:** 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 requirements for admission, such as the Test of English as a Foreign Language (TOEFL).



PROGRAM APPLICATION REQUIREMENTS:

Please upload documentation of each of the following items under “Program Requirements”---
“Documents” on CalState Apply.

- 1. PROCESSING FEE:** There is a \$25.00 non-refundable program application fee in addition to the CSU fee above. Please pay this fee online via CashNet: (https://commerce.cashnet.com/CGSC_ADM). Cashnet charges a 2.75% nonrefundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.
- 2. PROOF OF DEGREE:** Applicants must have earned a bachelor’s degree or higher, except in professional education (i.e., secondary education), from a regionally accredited college or university. 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 submit updated transcripts once the degree has been awarded.
- 3. STATEMENT OF PURPOSE:** Upload an essay 500-750 words in length. Some questions to consider when formulating your essay: Why do you want to be a teacher? What experiences have prepared you to teach in a racially and linguistically diverse, urban setting? What personal qualities do you possess and what experiences have you had that prepared you to work in a collaborative environment such as an elementary school or cohort in the Multiple Subject Program? ***Note that for MA+credential applicants, the statement of purpose is also evaluated for Level 1 Writing Requirements for Graduate Admissions.**
- 4. CV/RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
- 5. EARLY FIELD EXPERIENCE:** Applicants must show proof of completion of 30 or more hours of early field experience in an elementary school setting. Please upload the completed SF State EFE form on CalState Apply. Signed forms from other academic institutions will be accepted if they specify setting and number of hours completed. Access the Early Field Experience Form here: (<https://gcoe.sfsu.edu/current-students/how-apply>)
- 6. LETTERS OF RECOMMENDATION:** Please request letters of recommendation from at least two people (three recommended) who know you in an academic or professional capacity. You will input contact information for each letter writer in CalState Apply, and they will receive a link to upload their letter. Letters should address the applicant’s character, aptitude for teaching, work ethic, and or academic ability. At least one letter must be from someone who has observed you in a teaching capacity, preferably in your Early Field Experience. **Please advise letter writers to upload scanned, signed letters on letterhead to the Cal State Apply platform. Letters from relatives and letters more than five years old will not be accepted.**



7. **SUBJECT MATTER COMPETENCY:** The program does not provide further preparation in the subject area. Knowledge of the subject should be mastered before beginning a credential program. There are different ways applicants can prove their competency:

1. **Complete an Approved Subject Matter Competency Program:**
 - If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements.
2. **Passing or completion of the CSET Exams:**
 - Photocopies of registration with test dates or all exam scores should be uploaded to Cal State Apply, even if you have requested the testing company to send the scores to SF State.
 - Exams vary by subject. All CSET scores are valid for 10 years. You must earn your credential before these tests expire.
 - For information and registration go to (<http://www.ctcexams.nesinc.com/>). To search for available testing centers, search by individual subtest, expand the geographic area, and check daily for last-minute cancellations.
3. **Subject Matter by Domains:** Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements in the content area of the credential.
4. **Degree Match:** Successful completion of an academic major in the subject they will teach. For multiple subject credentials, a liberal studies major or other degree that includes coursework in the content areas pursuant to subdivision (b) of Section 44282. Refer to this link for more information: [Microsoft Word - SMR by Degree Form2 \(sfsu.edu\)](http://www.sfsu.edu/microsoft-word-smr-by-degree-form2)
5. **Combination of Coursework and CSET Exams:** Through a combination of the methods described in clauses (1), (2), and (3) in whole or in part, has met or exceeded each of the domains of the subject matter requirements in the content area of the credential.

8. **BASIC SKILLS REQUIREMENT:** Met by possession of a baccalaureate degree or higher.

- For applicants who earned their degree outside of the United States, please check #11 of this packet for degree evaluation.

9. **TUBERCULOSIS (TB) TEST:** TB test verification should be a photocopy of a note or card from a doctor. A negative skin test or a clear chest x-ray is acceptable. Verification should be valid at the time of application and while in the program. The term of validity from the time you took for a negative skin test is four years and five years for the clear chest x-ray.

10. **CERTIFICATE OF CLEARANCE:** Applicants must complete fingerprinting specific to the Certificate of Clearance in order to be admitted to a credential program. Other proof of fingerprint clearance cannot be substituted. See instructions for COC application here: (<https://gcoe.sfsu.edu/current-students/how-apply>) Upload one of the following:

- A. Proof that you have obtained your COC from the California Teaching Commission on Teaching Credentialing.
- B. Proof that you have applied for the COC (upload copy of completed COC application showing completion of LiveScan) ***We can begin application review, but we cannot**



make a final admissions decision until we have received proof that you have obtained, not just applied for, the COC.

- C. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. Please check with the SFSU credentialing office prior to submitting alternate documentation.

11. **FOREIGN TRANSCRIPT EVALUATION**: Applicants who earned their degrees from a foreign country must have the equivalent of a bachelor's degree from a regionally accredited institution. Foreign transcripts must be evaluated by a state approved agency. Visit the CTC website for a list of approved agencies (<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>). Submit sealed foreign transcript evaluations directly to Credential Services (Burk Hall 244).



**Integrated Teacher Education Program (ITEP)
Liberal Studies**

Students completing Liberal Studies Integrated Teacher Preparation BA will graduate with both a BA and a multiple subjects teaching credential with the additional option of completing a Bilingual Authorization for the state of California. Students must start this program in their first year and qualify to begin the credential program courses before beginning their third year.

By April of spring semester of their second year in the program, students will be admitted to the credential program if they have: attempted the C-BEST exam; completed 45 hours field experience; achieved at least a 2.76 GPA; acquired the CTC certificate of clearance.

Transfer students from community colleges may enter the program upon advising. Please see the Liberal Studies ITEP advisor for more information.

For more information about the program, please contact:

Dr. Jose Acacio De Barros

Email: Barros@sfsu.edu