Multiple Subject and Single Subject Teaching Credential Program Admission Requirements and Application

The Multiple Subject Teaching Credential Program is designed to prepare candidates to teach multiple subjects in a self-contained classroom. Teachers with this credential traditionally teach elementary (TK-6) grades.

The Single Subject Teaching Credential Program is designed to prepare candidates to teach at junior high, middle or senior high school levels.

All Candidates are prepared to effectively teach all students including English Learners and students with special needs.

ADMISSION REQUIREMENTS

Applicants who are seeking admission to the Multiple Subject and Single Subject Teaching Credential Program must complete specific admissions requirements to achieve classified (full) admission to the program. Admission to the Multiple Subject or Single Subject Teaching Credential Program is a two-step process, applying to the university and the program.

STEP 1 – UNIVERSITY ADMISSION REQUIREMENTS

Complete the California State University, Bakersfield application for Graduate Admission available online at http://www.calstate.edu/apply. To complete your university application, you must send the following:

1. One set of official transcripts from all colleges attended. If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU, Bakersfield admissions will delay your program admission.

2. Application fee to CSU, Bakersfield (paid on http://www.calstate.edu/apply)

Mail the above items to:
Admissions and Records Office
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1099
STEP 2 – PROGRAM ADMISSION REQUIREMENTS

All documents required for program admission are to be assembled in one complete packet and submitted to the Evaluator in the Credentials Office. **Documents submitted to California State University Bakersfield become the property of the university. Documents will not be copied or returned. Please keep a copy of all documents for your records.**

<table>
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<tr>
<th>Main Campus</th>
<th>Antelope Valley Campus</th>
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<tbody>
<tr>
<td>California State University, Bakersfield</td>
<td>California State University, Bakersfield - AV</td>
</tr>
<tr>
<td>Credentials Office</td>
<td>Teacher Education Dept. Building #300</td>
</tr>
<tr>
<td>EDUC 22</td>
<td>22</td>
</tr>
<tr>
<td>9001 Stockdale Highway</td>
<td>32 AVC</td>
</tr>
<tr>
<td>Bakersfield, CA 93311-1099</td>
<td>Lancaster, CA 93536-5426</td>
</tr>
<tr>
<td><strong>Attn: Jayme Barton</strong></td>
<td><strong>Attn: Eric Anderson</strong></td>
</tr>
</tbody>
</table>

1. **Application for Admission to the Multiple Subject or Single Subject Credential Program**
   Please complete the attached program application. This includes the Release of Liability and Promise Not to Sue form. Applicants need to carefully read and sign this release form. If you have questions regarding this release, please contact the program evaluator.

2. **Minimum GPA of 2.75 in last 90 quarter or 60 semester units**
   Applicants must have a minimum GPA of 2.75 in the last 90 quarter or 60 semester units. Applicants who fall below the minimum GPA may submit an Exceptional Admit Application Form as long as they meet the CSUB Graduate GPA requirement of 2.5.

3. **Bachelor’s Degree Completed**
   Transcripts (may be unofficial) submitted to the credentials office will verify degree conferral. Only candidates in the IBEST or Math Blended Program will be considered for program admission without a completed bachelor’s degree.

4. **Certificate of Clearance/Fingerprint Clearance**
   Applicants must go to the Commission on Teacher Credentialing website [http://www.ctc.ca.gov/](http://www.ctc.ca.gov/). Print a copy of your Certificate of Clearance or Substitute Permit. Do not print the printer friendly version. The Evaluator will need to verify the following: name, document title, and issuance date. Certificate of Clearance Instructions can be found at the following site:

   Bakersfield Campus: CoC Main,
   Bakersfield Campus (Kern High School District): KHSD
   Antelope Valley Campus: CoC AV

5. **Negative Tuberculin Test**
   Applicants must provide a copy of a valid tuberculin clearance skin test, or X-ray exam, or TB risk assessment questionnaire*. Clearance may be obtained at a private physician’s office, the county health department, or the CSU Bakersfield Health Center.
   *Risk assessment questionnaire must be faxed, emailed, or mailed directly to CSUB from private physician’s office, the county health department, or the CSU Bakersfield Health Center.
6. **Liability Insurance**
Applications must purchase liability insurance from the cashier’s office at CSUB, or the front counter in the Antelope Valley 100 building, or in MyCSUB account and submit a copy. Liability insurance is valid for one year from the date purchased.

7. **Basic Skills Requirement**

8. **Subject Matter Competency**

   **Multiple Subject**
   Applicants must have passed all three subtests of the CSET [http://www.cset.nesinc.com/](http://www.cset.nesinc.com/). Submit a copy of your official scores verifying passage. Only candidates in the IBEST program will be considered for program admission without CSET passage.

   **Single Subject**
   Applicants must be at least 80% subject matter competent. Submit the original subject matter competency letter signed by the Department Chair or a copy of your official scores verifying passage of 2/3 or 3/4 CSET subtests [http://www.cset.nesinc.com/](http://www.cset.nesinc.com/) in the subject area you plan to teach. Only candidates in the Math Blended Program will be considered for program admission without either CSET or a subject matter competency letter.

9. **Early Fieldwork Course**
Applications must have successfully completed an early fieldwork course requiring 45 hours in an elementary or secondary classroom setting (EDTE 3000 or equivalent course) or receive a waiver approved by the Program Director. The fieldwork evaluation completed by the Supervisor or Faculty will be used in making a decision regarding program admission.

   [Waiver Form](#)

10. **Two Recommendation Forms**
Applications must submit two confidential recommendations (forms attached) completed by instructors, supervisors, or other individuals who are in a position to evaluate your professional dispositions. Submit these with your application in sealed envelopes with the recommender’s signature across the envelope flap.

11. **Mandatory Reporter**
Applications must complete a Mandated Reporters Training for “Educators” before submitting the application. To complete the training go online to the following address:

    [http://educators.mandatedreporterca.com/default.htm](http://educators.mandatedreporterca.com/default.htm)

    This should take approximately one hour. Once you finish the training, open and print the certificate and include it with your application. Keep a copy of the certificate, as districts may require it for fieldwork.
12. **Credential Services Request**  
A $30 non-refundable application fee must be submitted along with your application to the credential program. Follow the instructions on the attached form. Applications will not be reviewed until the application fee is paid. Additional fees may be applicable if you become an intern or change programs.

13. **Interview**  
Applicants must attend the Credential Information Session to sign up for an interview. If attendance is not possible, contact the Credential Advisor at 661-654-6744 (Bakersfield Campus) or 661-952-5080 (Antelope Valley Campus) to schedule an interview.

14. **Essay**  
Applicants must attend the Credential Information Session to sign-up for an essay session. If attendance is not possible, please contact the Credential Advisor at 661-654-6744 (Bakersfield Campus), or 661-952-5080 (Antelope Valley Campus) to complete a Program Plan of Studies/Advising Sheet once they are admitted to the credential program.

15. **Program Plan of Studies**  
Applicants must schedule an appointment with the Credential Advisor at 661-654-6744 (Bakersfield Campus) or 661-952-5080 (Antelope Valley Campus) to complete a Program Plan of Studies/Advising Sheet once they are admitted to the credential program.

**BLENDED PROGRAMS**

**Multiple Subject Blended applicants**  
IBEST applicants must complete the Program Plan of Studies/Advising Sheet with their Liberal Studies advisor and submit it with application materials.

**Single Subject Blended applicants (CSUB main campus only)**  
Math Blended applicants must complete the Program Plan of Studies/Advising Sheet with their Math advisor and submit it with application materials.

**COURSE SUBSTITUTION**

Applicants may request that an equivalent course from another institution be considered in place of one of the CSUB Credential Program courses by submitting a Course Substitution Form, transcripts, and a catalog description. A course syllabus must be submitted in addition to the catalog description.

✦ All course substitution requests must be submitted prior to acceptance to the program.

Multiple Subject: [Course Sub. Form MS](#)

Single Subject: [Course Sub. Form SS](#)
CA CODE OF REGULATION – TITLE 5, EDUCATION

Evaluation Procedure. When a candidate requests admission to a teacher education basic credential program, the campus shall evaluate the candidate and review the candidate's record in accordance with the review and evaluation procedures established at the campus. The teacher education faculty shall be involved in this review and evaluation. The decision of the campus resulting from this evaluation shall be final.

Evaluation Standards. Requirements for admission to a teacher education basic credential program shall be prescribed by the Chancellor, after appropriate consultation, and shall include the following:

➢ Professional Aptitude. The candidate shall demonstrate suitable aptitude for teaching in public schools, as determined by the campus. The procedures for making this determination shall include interviews and letters of recommendation.

➢ Physical Fitness. The candidate shall satisfy the standards of health and physical fitness required by the Commission on Teacher Credentialing.

➢ Fundamental Skills. The candidate shall demonstrate proficiency in fundamental skills. Fundamental skills shall include written and spoken English. The Chancellor may require the demonstration of proficiency in additional fundamental skills for entrance to or continuation in a basic credential program. The campus shall determine whether the evidence of proficiency is acceptable.

➢ Personality and Character. The candidate shall demonstrate personality and character traits that satisfy the standards of the teaching profession. The assessment of the candidate shall be made by the teacher education faculty of the campus, who may also consider information from public school personnel and others. Tests, observations, and interviews may be employed by the campus for this assessment.


PROGRAM ADMISSION REVIEW

Admission to the Credential Program is subject to a review of all documentation and recommendation by a committee of program faculty. Admission to the program is not automatic for applicants who have met minimum admission requirements. You will receive a letter notifying you of the committee’s decision.

ADVISING

Once you have received the letter admitting you to the Credential Program, you must contact the advisor at 661-654-6744 (Bakersfield Campus) or 661-952-5080 (Antelope Valley Campus) to schedule an initial advising appointment. You will complete your program plan of studies and your placement request form at this appointment. Once you have completed these forms, you will be coded to enroll in classes.
As a student in the California State University, Bakersfield School of Social Sciences and Education, and as a participant in a field review for teacher candidates, I acknowledge and agree to abide by the following:

• I understand, as a condition of my acceptance into the Teacher Education Program, California State University, Bakersfield, its employees and agents, will be taking visual/audio images of me during my time in the teacher education program. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images will be used for evaluation of my instruction and demonstration of my fieldwork and course components. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

• I additionally grant permission to California State University, Bakersfield, its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSU will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

• I release CSUB and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

• I am familiar with Education Code section 51512, which states that “The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary school, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.”

• I am responsible for preparing a Student Release Form (Exhibit A) for every student in the classroom(s) involved in my field review, including obtaining and collecting permissions from the parents/legal guardians of each child in the classroom, and (as necessary) the Administrator Release Form.
• I must provide all of the Student Release Forms, Adult Release Forms and Administrator Release Forms collected in connection with my field review on the term’s due date to the Teacher Education Department. The Department will maintain all submitted Forms collected in connection with my field review for a period of 7 years after my field review is completed.

• I may not videotape or record, or cause to be videotaped or recorded, any student whose fully-executed release I have not obtained prior to the videotape being made.

• I must delete or destroy any videotapes or other recordings made by or stored on my personal device as soon as the purpose for which they were created and collected (i.e., the field review) is complete.

• I must delete or destroy any videotapes or other recordings stored in common storage (e.g., cloud-based storage, flash drives, memory sticks, etc.) as soon as the purpose for which they were created and collected (i.e., the field review) is complete.

• I may not use any videotape or recording of my teaching made during my field review, whether created by me or another person, for any purpose other than for the field review.

• I hereby grant California State University, Bakersfield the full, unrestricted rights to the use of any and all materials written and submitted by me in conjunction with the Teaching Performance Assessment (the “Materials”), in any form, including edited versions, in presentations, over the Internet, broadcast cable, satellite transmissions, and media that are unknown at this time, for instructional purposes worldwide.

• In consideration for participating in the field review, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University Bakersfield, and their employees, officers, directors, volunteers and agents (collectively, “University”) from any and all claims, including claims of the University’s negligence, resulting in any economic or noneconomic injury I may suffer because of my participation in the field review, including but not limited to any third party claims arising out of the use of videotaping or other recording.
Rights and Responsibilities of Students (University Honesty Policy)

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university’s policy of academic integrity. Academic Dishonesty (Cheating) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage. Plagiarism is a specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one’s own. Plagiarism may consist of handing in someone else’s work as one’s own, using paragraphs, sentences, phrases words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the submission of the same, or essentially the same, paper or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university’s policy of academic integrity, the faculty member is required to notify the CSUB Dean of Student Life and CSUB Student Conduct Coordinator and the student(s) involved. A course grade of ‘F’ may be assigned or another grade penalty may be applied at the discretion of the course instructor. Additional academic sanctions are determined by the student conduct coordinator. Academic sanctions may include disciplinary probation, suspension, permanent expulsion from the university or from the California State University system, administrative hold on the release of records, and withholding a degree. Disciplinary probation shall be noted on the student’s formal academic record only for the duration of the probationary period. Disciplinary suspension and expulsion are a part of the student’s permanent record.

I hereby submit my application for admission to the Credential Program at California State University, Bakersfield. I am 18 years or older and competent to sign this document. I understand the legal consequences of signing this document, including (i) releasing the University from all liability; and (ii) promising not to sue the University. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held to be invalid or unenforceable, then I will continue to be bound by the remaining terms. I have read this application and release before signing, I understand its contents, and I freely accept the terms.

I certify that, to the best of my knowledge all information contained in this application and on any supplemental material filed with this application is true and accurate. I authorize the appropriate committee to inquire or seek any additional information it should require.

Print Name: _______________________________ CSUB ID# _______________________________

Signature: _______________________________ Date: _______________________________
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
SINGLE/MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

Note: Once documents are submitted to the credentials office, they become the property of the School of Social Sciences and Education. Make copies of all items for your records before submitting them. Your social security number is necessary for the processing of your credential program application; this information will be kept confidential.

CSUB ID#: __________________________ Name: __________________________
Address: _____________________________ ___________________________ ___________________________
Telephone #: __________________________ Alt #: __________________________ Email: __________________________
Gender: ☐ M ☐ F ☐ Other
Birthdate: ______ mm/dd/yyyy SSN: __________________________ Ethnicity: __________________________
☐ I prefer to opt-out of posting my image to a Social Media website.

CREDENTIAL OPTION
☐ Multiple Subject: ☐ Traditional (Hold a BA/BS) ☐ IBEST Expected graduation date: __________________________
☐ Single Subject: ☐ Traditional (Hold a BA/BS) Content area: __________________________ ☐ Math Blended
Have you applied and/or been admitted to another credential program? ☐ No ☐ Yes
If yes, please explain:
______________________________________________________________

TRANSCRIPTS
List all colleges and universities attended (including CSUB), the years attended, and degrees received. Transcripts from institutions other than CSUB may be unofficial. You do not need to provide transcripts for CSUB. Transcripts from another country must have a detailed International Evaluation. For approved agencies of evaluations: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

<table>
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<tr>
<th>College/University</th>
<th>Dates (Yr. – Yr.)</th>
<th>Degree</th>
<th>Conferred (Month/Yr.)</th>
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Signature: __________________________ Date: __________________________

APPLICANTS DO NOT WRITE BELOW THIS BOX

ADMISSION COMMITTEE CHECKLIST

☐ B.A./B.S. or Integrated program ☐ Professional liability insurance ☐ Early field experience completed or waiver
☐ CBEST/Basic Skills (attempted or passed) ☐ Interview passed ☐ Mandatory Reporter training
☐ CSET passed or 80% subject matter competent (unless integrated) ☐ Writing exam passed ☐ Photo/Video Release form
☐ Certificate of Clearance or equivalent ☐ GPA of 2.75 in last 90/60 ☐ Credential Service Fee
☐ Negative tuberculin test or questionnaire ☐ Two letters of recommendation ☐ Foundational level courses complete

ADMISSION COMMITTEE DECISION

☐ Classified admission ☐ Hold ☐ Integrated program admission:
☐ Exceptional admission application submitted ☐ Approved ☐ Denied
☐ Classified date: __________________________ Approval signature: __________________________

Program Admission Denied - Reason:

Program Director’s signature:

Revised: 8/17
Recommendation Form

To be filled out by candidate before this form is given to recommender.

I am aware of the provision of the Family Education Rights and Privacy Act (FERPA) I hereby authorize the release of the information below to CSU Bakersfield. I realize that I will not view or be informed of this evaluation.

____________________________
Signature of candidate

Please return in a sealed envelope with recommender’s signature across the seal to:

Main Campus
California State University, Bakersfield
22 EDUC - Credentials Office
9001 Stockdale Highway, Bakersfield, CA 93311-1099
Attn: Jayne Barton

Antelope Valley Campus
California State University, Bakersfield - AV
32 AVC – Teacher Ed, Bldg. 300
43909 30th St. West, Lancaster, CA 93536-5426
Attn: Eric Anderson

____________________________
Candidate Name

has applied for admission to the Multiple Subject or Single Subject Credential Program at CSU Bakersfield. This recommendation form should be completed by an individual who has knowledge of the applicant’s knowledge, skills, and dispositions related to teaching. This individual can be a supervisor or faculty member. It should not be completed by a friend or family member. Please provide your judgment of the suitability of this candidate for the program according to the following dispositions:

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<th>Disposition</th>
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<th>Evaluation (please circle one)</th>
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<td>Professional Collaboration</td>
<td>The applicant works effectively with others.</td>
<td>Strong Average Below average Not Observed</td>
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<tr>
<td>Reflective Practitioner</td>
<td>The applicant demonstrates problem solving and critical thinking skills.</td>
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<tr>
<td>Ethical Professional</td>
<td>The applicant demonstrates ethical behavior, consistent with professional standards, obligations, and responsibilities.</td>
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<tr>
<td>Student/Client Centered</td>
<td>The applicant makes connections between and among individuals and maintains trusting relationships.</td>
<td>Strong Average Below average Not Observed</td>
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<tr>
<td>Professional Leader</td>
<td>The applicant demonstrates leadership skills such as effective communication and organization and the ability to ensure the advancement, welfare and safety of the students.</td>
<td>Strong Average Below average Not Observed</td>
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<td>Professional Competence</td>
<td>The applicant demonstrates the potential to positively impact K-12 learners.</td>
<td>Strong Average Below average Not Observed</td>
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Comments:

____________________________
Signature: 

Print Name: 

Date: 

Position: 

Telephone: 

Email: 

Revised: 8/17
# Recommendation Form

*To be filled out by candidate before this form is given to recommender.*

I am aware of the provision of the Family Education Rights and Privacy Act (FERPA) I hereby authorize the release of the information below to CSU Bakersfield. I realize that I will not view or be informed of this evaluation.

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Signature of candidate

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*Attn: Jayme Barton*

**Antelope Valley Campus**
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**Comments:**

____________________________
Signature:

____________________________
Print Name:

____________________________
Date:

____________________________
Position:

____________________________
Telephone:

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Email:

Revised: 8/17
CREDENTIAL OR PROGRAM SERVICES REQUEST

California State University, Bakersfield charges a fee for all Education credential/program services. The non-refundable fee of $30.00 may be paid by using one of the following options:

- Cashier’s Office: take this form along with your fee. Submit the validated paid form along with your credential application materials.
- MyCSUB: make payment through MyCSUB student center and attach proof of payment with your credential application materials.
- By Mail: if you are submitting your application materials by mail, a cashier’s check or money order is required (no personal checks accepted) made payable to CSUB.

CSUB ID#: ____________________________ Date: __________________

Name: ___________________________________________________________

Address: _______________________________________________________________________

City: ____________________________ State: ____________________________ Zip: _______

E-mail: _________________________________________________________________

Phone: ____________________________ ____________________________

Home Cell

Credential/Program: ______________________________________________________
Congratulations!

Now you are ready to complete the following steps…

1. Print this application. Keep pages 1-8 for future reference.

2. Complete the application page and sign in *ink*.

3. Complete your portion of the Recommendation Forms and give to recommender.

4. Keep a copy of all submitted documents for your records (except recommendations).

5. Submit the completed application along with additional documentation in order listed on pages 2-4 to the Credentials Office prior to the application deadline or mail to the following address:

**California State University, Bakersfield**
- School of Social Sciences and Education
- Credentials Office
- 22 EDUC
- 9001 Stockdale Highway
- Bakersfield, CA 93311-1099

**California State University, Bakersfield/A.V.**
- School of Social Sciences and Education
- Teacher Education Department
- 32 AVC
- 43909 30th Street West
- Lancaster, CA 93536-5426

OR

You will be notified of the committee’s decision via letter. Admission status is not given over the phone, in person, or via email. If an applicant is denied to the credential program, the applicant must wait one year before reapplying to any of the CSUB credential programs.