



CSU Bakersfield

School of Social Sciences and Education

Department of Teacher Education

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.
 - Electronic transcripts may be emailed to incomingtranscripts@sub.edu. These transcripts must be sent directly from your university, not you. It is a good idea to include your CSUB ID # if known.
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.**

Main Campus

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

Antelope Valley Campus

California State University, Bakersfield - AV
Teacher Education Dept. Building #300
32 AVC
43909 30th St. West
Lancaster, CA 93536-5426
Attn: Eric Anderson

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 CAFS Fast Track Program, 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/>. 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

Applicants 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 Submit verification of the passage of the CBEST <http://www.cbest.nesinc.com/> or equivalent [see table](#)

8. CSET Passage/Subject Matter Competency

Multiple Subject

Applicants must have passed all three subtests of the CSET <http://www.cset.nesinc.com/>. Please submit a copy of your official scores to the credentials office. Only candidates in the IBEST or CAFS Fast Track Program will be considered for program admission without CSET passage.

Single Subject

Applicants must be 80% subject matter competent. A subject matter competency form signed by the Department Chair (English, History, Math, Spanish, and Art) must verify this or through passage of CSET subtests <http://www.cset.nesinc.com/>. Please submit a copy of your official scores to the credentials office. Only candidates in the Math Blended Program will be considered for program admission without either CSET or a subject matter competency form. To verify subject matter competency from another institution, consult the following website:

http://134.186.81.79/fmi/xsl/CTC_NewSubject/AllSubjects.xsl

9. Early Fieldwork Course

Applicants must have successfully completed an early fieldwork course requiring 45 hours in an elementary or secondary classroom setting (EDTE 3000 or equivalent course) or have a waiver signed 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

Applicants must include two recommendation forms (attached) completed by instructors, supervisors, or other individuals who are in a position to evaluate your professional dispositions. Submit these in your packet sealed in envelopes with the recommender's signature across the envelope flap.

11. Mandatory Reporter

Applicants 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>

This should take approximately one hour. Once you finish the training, open and print the certificate to 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 complete application to the credential program, please complete 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, please contact the Credential Advisor at 661-654-6744 (Bakersfield Campus) or 661-952-5080 (Antelope Valley Campus) to schedule the 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 schedule the essay.

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.

Multiple Subject Blended applicants

IBEST and CAFS Fast Track applicants must complete the Program Plan of Studies/Advising Sheet with their Liberal Studies or CAFS 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 maybe submitted in addition to the catalog description.

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.

Note: Authority cited: Section 89030, Education Code. Reference: Section 89030, Education Code.

APPLICATION EVALUATION PROCEDURE

Applicants to the Multiple and Single Subject Programs will be evaluated based on the California Code of Conduct—Title 5. Education: <http://www.cde.ca.gov/ls/fa/sf/title5regs.asp> , CSU Executive Order 1077: <https://www.calstate.edu/eo/EO-1077.html> , the Teacher Education Candidate Dispositions and the California Teaching Performance Expectations.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

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.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

SINGLE/MULTIPLE SUBJECT CREDENTIAL PROGRAM APPLICATION

Please Note: Once documents are submitted to the credentials office, they become the property of the School of Social Sciences and Education. Please make copies of all items 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: _____
Last First Middle

Address: _____
Number and Street City State Zip

Telephone #: _____ Alt #: _____ Email: _____

Gender: Male Female Other Birthdate: _____ SSN: _____ Ethnicity: _____
mm/dd/yyyy

CREDENTIAL OPTION

Term Applying for: Fall 20 ____ Spring 20 ____

Multiple Subject: Traditional (Hold a BA/BS) IBEST CAFS Expt. Grad date: _____

Single Subject: Traditional (Hold a BA/BS) Content area: _____ Math Blended

Have you ever been enrolled in another credential program? No Yes

If yes, please explain why you are looking to transfer to another program and please attach a letter of good standing from your current program with this application: _____

Are you currently employed as a teacher of record? No Yes

If yes, District/Site: _____

TRANSCRIPTS

Please list all the colleges and universities you have attended (including CSUB), the years you attended, and all 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>

College/University	Dates (Yr. - Yr.)	Degree	Conferred (Month/Yr.)

**APPLICANTS DO NOT WRITE BELOW THIS BOX
ADMISSION COMMITTEE CHECKLIST**

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

ADMISSION COMMITTEE DECISION

<input type="checkbox"/> Classified admission, date:	<input type="checkbox"/> Hold	<input type="checkbox"/> Integrated program admission:
<input type="checkbox"/> Deny, reason:		
<input type="checkbox"/> Exceptional admission application submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Approval Signature:	Program Director's signature:	

**TEACHER CANDIDATE ACKNOWLEDGEMENT,
RELEASE OF LIABILITY, AND PROMISE NOT TO SUE**

Program track: (check all that apply)

Multiple Subject

Single Subject

Traditional

Blended

Resident

Intern

PIP/STIP/LTS

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 Assistant.** 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 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 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 am 18 years or older and competent to sign this release. 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 release before signing, I understand its contents, and I freely accept the terms.

I prefer to opt-out of posting my image to a Social Media website.

Teacher Candidate Signature (ink only)

Teacher Candidate Printed Name

Date Signed

I hereby submit my application for admission to the Credential Program at California State University, Bakersfield. 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.

Signature: _____ Date: _____



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 above to CSU Bakersfield. I realize that I will not view or be informed of this evaluation form.

 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*

_____ has applied for admission to the Multiple Subject or Single Subject
 Candidate Name

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:

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

Please provide your contact information so we may contact you if we need clarification.

Position: _____ Telephone: _____ Email: _____



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

_____ has applied for admission to the Multiple Subject or Single Subject
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Student/Client Centered	The applicant makes connections between and among individuals and maintains trusting relationships.				
Professional Leader	The applicant demonstrates leadership skills such as effective communication and organization and the ability to ensure the advancement, welfare and safety of the students.				
Professional Competence	The applicant demonstrates the potential to positively impact K-12 learners.				
Comments:					
Signature:		Print Name:		Date:	

Please provide your contact information so we may contact you if we need clarification.

Position: _____ Telephone: _____ Email: _____



CSU Bakersfield

School of Social Sciences and Education

Credentials Office

Mail Stop: 22 EDUC
9001 Stockdale Highway
Bakersfield, California 93311-1022
(661) 654-2110
(661) 654-2277 FAX
www.csub.edu/sse

CREDENTIAL/PROGRAM SERVICE 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. The cashier will validate your form as paid. Submit the validated form along with your credential application materials.
- Make payment through MyCSUB student center and attach proof of payment with your credential application materials.
- 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: _____
Number and Street City State Zip

Telephone #: Home: _____ Cell: _____

Email: _____

Credential program applying for: _____

Congratulations!

Now you are ready to complete the following steps...

1. Print this application. Keep pages 1-6 for future reference.
2. Include additional required documentation.
3. Place this application and all documentation in order requested on pages 2-4.
4. Keep a copy of all documents submitted for your records.
5. Bring the completed application and additional documents 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

We will notify you 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.