

**FALL APPLICATION DEADLINE:**

March 1st

**SPRING APPLICATION DEADLINE:**

September 30th



CALIFORNIA STATE UNIVERSITY

**Stanislaus**

California State University, Stanislaus

Credential Services (DBH 303)

One University Circle Turlock, CA 95382

Phone: (209) 667-3534 | Fax: (209) 664-7058

[credentials@csustan.edu](mailto:credentials@csustan.edu)**CREDENTIAL APPLICATION CHECK LIST****Applications, Transcripts, and Fees****APPLICATION****Access the Credential Program application on [Cal State Apply](#)**

- Follow our [Cal State Apply guide](#)
- The Cal State Apply fee is \$70. For information about waiving this fee, contact [Graduate\\_School@csustan.edu](mailto:Graduate_School@csustan.edu)

**OR** for ITCO students and Stan State Libs students who are beginning the credential program one semester early:

- Fill out paper application
- Send paper application and all required forms to [credentials@csustan.edu](mailto:credentials@csustan.edu)
- Regular Libs students who begin one semester early must also submit online application ***after their degree has posted*** in order to continue taking classes

**OFFICIAL TRANSCRIPTS (Non-CSUS Students ONLY)**

Send your official college transcripts to the Graduate School office in MSR

- If you graduated from CSU Stanislaus DO NOT send your CSU Stanislaus transcripts

**PROCESSING FEE**

Pay the \$30 Credential Program application processing fee

- Pay online through your my.csustan.edu account
  - Click on "Make a payment/View e-bill"
  - Select "Credential Application" in the popup window **OR**
- Pay at the Cashier's office in MSR using code **PS-1409. OR**
- Mail a check payable to "CSU Stanislaus" to the Credentials Services Office

**Required Application Materials****The items listed below are what you will include in your application.**

For those applying on Cal State Apply, you will upload all required items to your online application.

For ITCO students and early start Libs students, you will email everything to [credentials@csustan.edu](mailto:credentials@csustan.edu).**STATEMENT OF INTENT (Form I)**

Include your statement of intent

- **Two page maximum** – can be double spaced.
- **NOT REQUIRED FOR STAN STATE LIBS MAJORS**

**REFERENCES / RECOMMENDATIONS (Form II)****TWO** recommendations are required. Confidential recommendations are preferred; please ask your references to email their recommendations directly to Credentials at [credentials@csustan.edu](mailto:credentials@csustan.edu).

- For **SSCP** applicants, your references **MUST** use Form II.
- For **MSCP and ESCP**, Form II or traditional letters of recommendation are acceptable.
- For **Stan State Libs** applicants, **one** of your required recommendations **MUST** be from a Libs faculty member. A Libs faculty member may complete a Form II/letter for you, submit an Online Libs Interview form for you, or you may include a copy of a completed Libs 4960 Exit Interview form. Any of these options will count.

**VERIFICATION OF EARLY FIELD EXPERIENCE**Include your **45 hours** of experience (**Form III OR letter from school**).

- **If you have not yet completed this requirement**, you may instead include a note that your 45 hours are in progress and acknowledging that completion of this requirement is necessary for program admission.
- **NOT REQUIRED FOR STAN STATE LIBS MAJORS**

### PREREQUISITE/CO-REQUISITE REQUIREMENTS (Form IV)

Fill out **all** areas that apply to you

- If your Second Language Experience requirement was fulfilled in high school, send an official high school transcript to Credentials Services.

### BASIC SKILLS REQUIREMENT (BSR)

There are several options to fulfill BSR. Only **ONE** is needed:

- Submit proof of passing score **IF** only using exam to meet entire BSR (CBEST, ACT, SAT, etc.). **OR**
- Submit proof of registration dates for exam. **OR**
- Submit BSR Form **IF** using completed coursework only or combination of coursework/exams:  
[https://www.csustan.edu/sites/default/files/groups/Credential%20Services/bsr\\_form\\_0.pdf](https://www.csustan.edu/sites/default/files/groups/Credential%20Services/bsr_form_0.pdf) **OR**
- Submit CTC's "Verification of Basic Skills Requirement" form that has already been approved/signed by credential analyst at county office of education.

### SUBJECT MATTER COMPETENCY VERIFICATION (SMC)

There are many ways to fulfill SMC. Only **ONE** is needed.

- For MSCP, ESCP, and Concurrent:
  - Include score report or registration dates for the Multiple Subject CSETs. **OR**
  - Include a letter verifying ESM Program completion from another university. **OR**
  - Include a SMC Using Academic Major Form:  
[https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/smc\\_form.pdf](https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/smc_form.pdf)
- For SSCP and ESCP:
  - Include score report or registration dates for Single Subject CSET exams for your specific content area. **OR**
  - Include a completed SMPP Form V (Stan State SMPP students **ONLY**):  
[https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/form\\_v\\_-\\_subject\\_matter\\_comptency\\_-\\_sscp\\_fillable.pdf](https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/form_v_-_subject_matter_comptency_-_sscp_fillable.pdf) **OR**
  - Include a letter verifying SMPP completion from another university. **OR**
  - Include a SMC Using Academic Major Form:  
[https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/smc\\_form.pdf](https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2021/smc_form.pdf)

### ETHNIC IDENTITY (Form VI)

Include completed form.

### REQUEST FOR LIVESCAN SERVICES - (Form 41-LS)

- Include a copy of your processed Livescan (fingerprint) form. **OR**
- Include a copy of your **valid** teaching credential/ permit, child center permit or other document cleared by the CTC.

### CERTIFICATE OF CLEARANCE - (Form 41-LSa)

- Include a copy of your email from CCTC showing that you have applied for clearance. **\*Must have CTC Clearance to be admitted to Credential Program and Register for classes\*** **OR**
- Include a copy of your **valid** teaching credential/ permit, child center permit or other document cleared by the CTC.

### TUBERCULOSIS CLEARANCE

- Include a copy of your Tuberculosis test results dated within the last four years. **OR**
- Include a copy of your Tuberculosis Risk Assessment Questionnaire Certificate of Completion dated in the last four years.

### RELEASE OF LIABILITY FORM:

Read, sign, and include form in application.

### LETTER OF EXCEPTION (If applicable)

Only required for applicants who do **NOT** meet the minimum GPA requirement

- Include a letter indicating the reasons you believe you should still be considered for admission.