

APPLICATION DEADLINES:

Fall – March 1st
Spring – September 30th



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

CREDENTIAL APPLICATION CHECKLIST

Applications, Transcripts, and Fees

APPLICATION

Access the Credential Program application on [Cal State Apply](#)

- Follow our Cal State Apply guide on our website! <https://www.csustan.edu/credentials/application-forms>
- The Cal State Apply fee is \$70. For information about waiving this fee, contact Graduate_School@csustan.edu

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.

STATEMENT OF INTENT

Include your statement of intent

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

REFERENCES / RECOMMENDATIONS

TWO recommendations are required. Confidential recommendations are preferred.

- You will request recommendations directly through the Cal State Apply application. Both recommendations **MUST** be completed by the application deadline.
- Send your recommendation requests early and **DO NOT** submit your application without your recommendations!
- **STAN STATE LIBS MAJORS MUST HAVE ONE RECOMMENDATION FROM A STAN STATE LIBS PROFESSOR.**

VERIFICATION OF EARLY FIELD EXPERIENCE

Include your **45 hours** of experience (**Form on website 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

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/2022-03/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/2022-05/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/2022-03/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/2022-05/smc-form.pdf>

CERTIFICATE OF CLEARANCE - (Form 41-LSa)

If you do not already have a CTC document, you **MUST** get your fingerprints done using our [Live Scan form](#) in order to complete the application for a Certificate of Clearance.

- 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.

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.

Other Important Items

ONLINE FIELDWORK APPLICATION – [Field Services Webpage](#)

Required for all credential students whether you are student teaching or student interning

- Who should apply and when to apply?
 - New SSCP students who want to complete program in 2-semesters – Complete fieldwork application at the SAME TIME you complete your program application
 - MSCP and ESCP students should apply toward the end of their 1st program semester **OR** once all eligibility requirements have been met