Welcome to the Multiple Subject Information Session
What we will cover

► Skills Needed To Teach
► Our MSCP Credential Program
► Program Prerequisites
► Application Procedures
► Fees and Financial Aid
Skills Needed

- A passion to make a difference in the lives of children
- Classroom management
- Plan and evaluate lessons
- Apply teaching techniques
- Exercise Patience
- Stand continuously
- Work under pressure
- Write Effectively
- Interpersonal skills
- Handle Crisis situations
- Oral Communication

San Joaquin County
Occupational Outlook Handbook
Why CSU Stan?

- We are CCTC accredited
- We have a long history of preparing excellent educators for the valley
- Local administrators hire CSU Stan grads
- Student survey results show that 95% or more graduates would recommend this program to their friends
- You will be well prepared for RICA, TPAs, and student teaching
- You know we will not close down!
Comparison of Programs

- High reputation for excellence and success among local district principals
- Confidence and preparedness from our graduates
- Cost (fees do change - check recent fee schedule)
  - CSU Stanislaus
    - Full-time - $4,200 per semester
    - Part-time - $2,900 per semester
  - UCs and Privates
    - $20,000+
  - County Offices of Education
    - $12,000
    - Usually only intern option
Multiple Subject - no emphasis (English learner authorization embedded - that means you can teach English learners in your own classroom)

Multiple Subject with Bilingual Authorization (BILA) - Spanish you can teach in an English speaking classroom, bilingual classroom, or dual immersion. There are also other languages for BILA: Portuguese, Hmong, Khmer, Arabic, Vietnamese, and Punjabi

Multiple Subject with Southeast Asian Bilingual authorization emphasis (Hmong, Lao, or Cambodian)

Concurrent Education Specialist & Multiple Subject Credentials
### PATHWAYS TO THE CREDENTIAL

<table>
<thead>
<tr>
<th>Program</th>
<th>One year program: Coursework + Student Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Credential Program</td>
<td></td>
</tr>
<tr>
<td>Part-Time Credential Program</td>
<td>Coursework: 2 courses per semester</td>
</tr>
<tr>
<td></td>
<td>Fieldwork: Student teaching last semester</td>
</tr>
<tr>
<td></td>
<td>Take the Reading Methods the semester before</td>
</tr>
<tr>
<td></td>
<td>Student Teaching</td>
</tr>
<tr>
<td>Internship Program</td>
<td>Full-time Teacher</td>
</tr>
<tr>
<td></td>
<td>2 classes per semester</td>
</tr>
<tr>
<td></td>
<td>2 years for coursework</td>
</tr>
<tr>
<td>Traditional Program + Student Teaching +</td>
<td>Coursework prior to student teaching</td>
</tr>
<tr>
<td>Internship Program</td>
<td>Start student teaching &amp; intern at same school</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## TRADITIONAL PROGRAM

See current schedules online for class dates/times

<table>
<thead>
<tr>
<th></th>
<th><strong>SUMMER</strong></th>
<th><strong>FALL or SPRING</strong></th>
<th><strong>FALL or SPRING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Session A: (6 weeks)</td>
<td></td>
<td><strong>FALL</strong></td>
</tr>
<tr>
<td></td>
<td>Session B: (6 weeks)</td>
<td></td>
<td><strong>or SPRING</strong></td>
</tr>
<tr>
<td>EDMS 4100 Foundations</td>
<td>EDMS 4110/11 Reading</td>
<td>EDMS 4180 Classroom Management</td>
<td></td>
</tr>
<tr>
<td>EDMS 4150 Multilingual</td>
<td>EDMS 4121 Math</td>
<td>EDMS 4190</td>
<td></td>
</tr>
<tr>
<td>EDIT 4170 Technology</td>
<td>EDMS 4130 Science</td>
<td>St. Teach Prac I</td>
<td></td>
</tr>
<tr>
<td>KINS 4165 Health</td>
<td>EDMS 4140 Soc Studies</td>
<td>EDMS 4191</td>
<td></td>
</tr>
<tr>
<td>EDSE 4160 Sp Education</td>
<td>EDMS 4150 Multilingual</td>
<td>St. Teach Prac II</td>
<td></td>
</tr>
<tr>
<td>7-10 units ($349/unit)</td>
<td>or EDUC 4400 or 4430 (BILA)</td>
<td>AND if necessary any course except Math and Reading Methods (may require petition)</td>
<td></td>
</tr>
<tr>
<td>All of these courses are offered each semester</td>
<td>EDUC 4460 (BILA)</td>
<td>12-15 units</td>
<td></td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td></td>
<td></td>
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<tr>
<td>KINS 4165 Health (2 units)</td>
<td></td>
<td></td>
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<tr>
<td>EDSE 4160 Sp Education (1 unit)</td>
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</tbody>
</table>
Stockton Course Sequence

See current schedules online for class dates/times

Fall or Spring (LATE afternoon/evening classes)

- Mondays-
  - EDMS 4121 Math Methods
  - EDMS 4150 Methods of Multilingual

- Tuesdays-
  - EDMS 4110 Reading Methods
  - EDSE 4160 Foundations of Special Education

- Wednesdays-
  - EDMS 4130 Science Methods
  - EDMS 4180 Classroom Management
  - KINS 4165 School Health (1 unit – meets 5 weeks)

- Thursdays-
  - EDMS 4140 History/Social Studies Methods
  - EDMS 4100 Foundations
When to Apply to the Credential Program

You may apply to the credential program

- If you have completed a bachelor's degree (BA or BS) OR
- If you are close to completing your degree (generally, in the last semester of the BA/BS program - LIBS Majors).
- If you are an ITCO student the semester before your senior year.

Program Starts

- Students may begin the Credential program in the Fall or Spring semesters. Some summer courses are available.
Important Dates – for Application & Admission

- Elementary Education Website
- For future exact dates check the website
- For Fall admission - apply in the first 5 weeks of the Spring semester (January-February)
- For Spring admission - apply in the first 5 weeks of the Fall semester (August-September)
Other Important Application Dates

- Interviews -
  - Fall - November
  - Spring - April

- Orientations -
  - Fall - December
  - Spring - May
Before you apply: Competency Requirements

You must meet:

- Basic Skills
- Subject Matter
- Have a minimum 2.75 GPA in the last 60 units or 2.67 overall

Go to Teacher recruitment for test preparation information
Basic Skills Requirement

Do only one of these:

- CBEST
- CSET Writing #142 (non libs and must pass all other CSETs)
- CSU EAP test Math and English “College Ready or Exempt”
- CSU Placement Test scores
  - 50 ELM
  - 151 EPT
Meeting Subject Matter Competency - CSET Waiver

- Liberal Studies Program from CSU Stanislaus
  - Pay $20 - get Liberal Studies to issue Elementary Subject Matter (ESM) form - Form V (5)
  - CSET is not required ("CSET Waiver")

- Liberal Studies Program from another university
  - Contact your university to see if they can issue the ESM form

- Non-Liberal Studies Majors - take CSET Multiple Subjects
  - See next slide
  - Must pass prior to application deadline
### Multiple Subject CSETs: Tests 101, 103, 214

#### Test Structure for CSET: Multiple Subjects

<table>
<thead>
<tr>
<th>Subtest</th>
<th>Domains</th>
<th>Number of Multiple-Choice Questions</th>
<th>Number of Constructed-Response Questions (short [focused] responses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Reading, Language, and Literature</td>
<td>26</td>
<td>2</td>
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<tr>
<td></td>
<td>History and Social Science</td>
<td>26</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Subtest Total</strong></td>
<td>52</td>
<td>4</td>
</tr>
<tr>
<td>II</td>
<td>Science</td>
<td>26</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>26</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Subtest Total</strong></td>
<td>52</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>Physical Education</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Human Development</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Visual and Performing Arts</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Subtest Total</strong></td>
<td>39</td>
<td>3</td>
</tr>
</tbody>
</table>

Go to Teacher recruitment for test preparation information
Other Admission Requirements

**Early Field Experience**
Candidates are required to have a minimum of 45 hours of documented field experience prior to being admitted to the program, **must** be in K-6 grade US classrooms within the last 5 years.
*(Not required for CSU Stanislaus Liberal Studies majors)*

**English Composition**
All CSU graduates will have met this requirement as part of their BA/BS degree.
Can be met by **ONE** of the three options:
a) Completion of a CSU WP class as part of the undergraduate program (verified by transcripts).
b) Obtain a 41 or better on the writing portion of the CBEST.
c) Completion of an upper division composition course with a grade of ‘C’ or better.
Admission Requirements (Continued)

5. **American Government/Constitution**
   All CSU graduates will have met this requirement as part of their BA/BS degree.
   This requirement can be met by taking a course that covers the U.S. Constitution.

6. **Second Language Experience**
   Can be met by **ONE** of the five options:
   a) Completion of a language other than English including American Sign Language at the college level with a passing grade (3 units).
   b) Completion of one year of a language other than English at high school level with a passing grade.
   c) Completion of HILT (High Intensity Language Training) Program.
   d) Other life experiences that demonstrate second language acquisition.
   e) EDUC 4460 meets this requirement for Spanish Bilingual students.
7. CCTC Certificate of Clearance AND Livescan.

8. Tuberculosis Clearance or TB Risk Assessment Clearance - Good for only 4 years.
Co-requisite Courses

All co-requisite courses should be completed prior to admittance to the credential program, but may be taken concurrently and completed before student teaching.

1. Child Development
   PSYC/ CDEV 3140 - Human Development I: Childhood or Nursing 1040 - Human Development over the Lifespan or equivalent course from another institution.

2. EDUC 4460 - Cultural Views on Bilingualism

   (Only required for students completing the Spanish Bilingual Authorization).
Applications

Two Separate applications are needed

1. University Graduate School $70- Apply Online www.CalState.edu/Apply
   - Official transcripts are required if you went someplace besides CSU Stanislaus

2. Credential applications- attach processing fee receipt $30 (Pay Cashier’s office PS1409)

- Credential Information, applications, and forms

(soon this will be part of Grad school app)
Application Forms and Information Sheets

For the most current information go to:

- Credential Information, applications, and forms
Application (First Page)

Application for SPRING 2022 Credential Programs
Multiple Subject & Education Specialist

Legal Name: ___________________________ ___________________________ ___________________________
SSN (LEAVE BLANK IF EMAILING APPLICATION) ___________________________ Birthdate ___________________________
Current Mailing Address: __________________________________________
Street ___________________________ City ___________________________ State __ Zip ___________________________
Home Phone ( ) ___________________________ Cell Phone ( ) ___________________________
Emergency Contact Name: ___________________________ Phone Number: ___________________________
CSU Stan E-Mail (DO NOT LEAVE BLANK - Issued after first school application is complete) ___________________________ Other Email ___________________________

School Site: Choose preferred one only: Turlock Campus   Stockton Campus (MSCP Only)
Please select your program pathway: Full-time   Part-time
Please select the Credential Program you are applying for:
☐ Multiple Subject   Are you a CSUS Liberal Studies Major?   Yes   ☐ No   ☐
☐ Education Specialist - Select one: Mild/Moderate   Moderate/Severe   Are you a CSUS Liberal Studies Major?   Yes   ☐ No   ☐
☐ Concurrent Program: Select one: Mild/Moderate & Multiple Subject   Moderate/Severe & Multiple Subject   Are you a CSUS Liberal Studies Major?   Yes   ☐ No   ☐

Have you ever been convicted or ever pleaded "nolo contendere" for any violation of the law other than minor offenses?
☐ No   ☐ Yes - If yes, please contact the program coordinator.

Please select program choice (Multiple and Concurrent Applicants Only):
☐ Credential without a language specialization (no special authorization) – for students who speak only English.
☐ Credential with a Spanish Bilingual Authorization (for students who speak, read, and write Spanish).
☐ Credential with a Southeast Asian Bilingual Authorization (for students who speak, read, and write Lao, Hmong or Cambodian). Please indicate language ___________________________

List EVERY Junior/Community College and University you have ever attended including Stanislaus State. Start with most recent:

<table>
<thead>
<tr>
<th>Name/City/State of Institution Attended</th>
<th>Dates Attended</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
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<td></td>
<td>From</td>
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<td></td>
<td>From</td>
</tr>
</tbody>
</table>

VERIFICATIONS/AUTHORIZATIONS
I certify that I have read all the information in the program handbook for which I am applying. I agree to abide by all the policies and procedures. I will attend all the orientation meetings required for the program. I agree to inform Credential Services of any information pertinent to my status as a student in the credential program, including change of name, address, phone number, or email. I authorize CSUS to release any information from my records, which is needed by the California Commission on Teaching Credential (CCTC), and/or school district where I might teach, to
Application Checklist

IMPORTANT: Please submit the application and ALL items on this checklist in the order listed below to Credentials Services via email at credentials@csustan.edu or via mail to:
» Credentials Services DBH 303 One University Circle Turlock, CA 95382
Mailed applications must be post-marked by the application deadline in order to be accepted.
MAKE A COPY OF ALL DOCUMENTS AND KEEP FOR YOUR RECORDS!

Application Check List
DOWNLOAD ALL FORMS from the Credential Services website:
http://www.csustan.edu/Credentials/applicationsforms.html

○ CREDENTIAL APPLICATION (First Page) - I am attaching a completed and signed credential application form.

○ OFFICIAL TRANSCRIPTS (Non-CSUS Students ONLY)
☐ I have submitted official transcripts to the Graduate School office (MSR 120).

○ CREDENTIAL PROGRAM APPLICATION PROCESSING FEE
☐ I am including my $30 application receipt. - Pay online or at Cashier’s office dropbox using code PS-1409. Contact surg@csustan.edu for assistance OR

- My application has been mailed in, I have included a $30 check or money order payable to “CSU Stanislaus”

- I applied online to Stanislaus State as a Graduate student. I have included a printed copy of my application confirmation email.

- STATEMENT OF INTENT (Form I) - Not required for CSU Stan Libs majors.

- I have included my statement of intent. Two page maximum – can be double spaced.

- REFERENCES / RECOMMENDATIONS (Form II)
☐ I am including two Form II’s OR two letters of recommendation. A combination of Form II and letters is also acceptable.

- VERIFICATION OF EARLY FIELD EXPERIENCE - Not required for CSU Stan Libs majors.

- I have included my 45 hours of experience (Form III OR letter from school). OR

- I have not completed my hours of experience but will turn them in soon.

○ PREREQUISITE/CO-REQUISITE REQUIREMENTS (Form IV)
☐ I have filled out all areas that apply to me.

- I am including a sealed official high school transcript if second language experience was met while in high school.

- BASIC SKILLS REQUIREMENT (BSS) - (Check ONE Only)
☐ I have included a copy of my CBEST score report. OR

- I have included a copy of my CSET Writing Skills Subtest #142 score report. - (Non CSU Stan Libs students) OR

- I have included OFFICIAL passing results for ONE of the following: (CSU EAP Math/English Test; OR CSU EPT/ELM; OR combination of scores from EAP and EPT/ELM; OR ACT Exam; OR SAT Exam). * Please submit results in sealed official envelope. OR

- I have included passage of BSS from another state. OR

- I have not completed this requirement but I am including proof of registration DATE for either CBEST or CSET Subtest #142,

- SUBJECT MATTER COMPETENCY VERIFICATION – (Check One Only)
☐ I have taken the Multiple Subject CSETs and I have included a copy of my CSETs score report. OR

- I have taken the Single Subject CSETs (in the areas of: Art, English, Foreign Language, Mathematics, Music, Social Science or Science) and have included a copy of my CSETs score report (for ESCP only). OR

- I am completing the ESCP Program (Form V.1) OR SMPY (Form V) and have included the signed verification form OR

- I am completing another Single Subject Program (I am including proof of registration DATES to take the appropriate CSET subject test).

- ETHNIC IDENTITY (Form VI) - I am including completed form.

- LETTER OF EXCEPTION (If applicable)
☐ I do not meet the minimum GPA requirement, I have included a letter indicating reasons for admission.

- REQUEST FOR LIVESCAN SERVICES - (Form 41-L5) - Not required for current holders of a valid document cleared by the CTC.

- I have included a copy of my processed LiveScan (fingerprints) form. OR

- I have included a copy of my valid teaching credential/permit, child center permit or other document cleared by the CTC.

- CERTIFICATE OF CLEARANCE - (Form 41-L5a) - Not required for current holders of a valid document cleared by the CTC.

- I am including a copy of my email from CCTC showing that I have applied for clearance. Must have clearance to be admitted to Credential Program and Register for classes! OR

- I am including a copy of my valid teaching credential/permit, child center permit or other document cleared by the CTC.

- TUBERCULOSIS CLEARANCE
☐ I have included a copy of my Tuberculosis test results dated within the last four years. OR

- I have included a copy of my Tuberculosis Risk Assessment Questionnaire Certificate of Completion dated in the last four years.

- RELEASE OF LIABILITY FORM
☐ I have read, signed and included this form.

- LIBERAL STUDIES EXIT SEMINAR FORM - CSUS Libs students ONLY.
☐ Included is a copy of my Libs 0960 Interview Form. OR

☑ Included is a Form II or letter of recommendation from a Liberal Studies faculty member.
Form I - Statement of Intent

Statement of Intent

NOT REQUIRED FOR CSU STANISLAUS LIBS MAJORS APPLYING TO THE
MULTIPLE SUBJECT CREDENTIAL PROGRAM.

Directions: Using acceptable essay form, describe (1) your background in terms of coursework and activities directly relevant to teaching, (2) the aptitudes and skills you have which you feel will help you in your selected profession, (3) the strength of your commitment to your indicated profession, (4) what you believe you need to learn in the program to prepare you for teaching, and (5) your attitudes and experiences with individuals from diverse backgrounds that will assist you in the classroom. Your writing skills as well as the content of your essay will be evaluated as part of the selection process. Please use a word processor. ATTACH YOUR PRINTED PAGE(S). Maximum of 2 pages.
Form II - References

Liberal studies students need to have one reference that comes from a liberal studies instructor
Goals of Early Field Experience: The main purposes of the Early Field Experience Requirement are to observe: 1) the texts and instructional materials used in schools; 2) the student interactions; 3) the student/teacher interactions; 4) the grouping of students for instruction; 5) the classroom management strategies used by the teacher; 6) the planning and delivery of lesson plans; and 7) how schools function.

**Option 1:** If you completed a college course that required field experience attach a catalogue description that shows the number of hours required. If there is no catalogue description showing the number of hours, you must get a signature from the course instructor.

<table>
<thead>
<tr>
<th>Course name and number:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Semester and year taken:</td>
<td></td>
</tr>
<tr>
<td>Grade:</td>
<td></td>
</tr>
<tr>
<td>Number of hours of observation:</td>
<td></td>
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<tr>
<td>Professor’s signature:</td>
<td></td>
</tr>
<tr>
<td>Professor’s printed name:</td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional verification of course information if needed)

**Option 2:** Observation in schools: Attach letters on school letterhead from administrators or teachers verifying your observation time. The letters need to include the dates, number of hours, and an indication that your participation was satisfactory. Documentation is subject to review by the Coordinator and/or Selection and Review Committee.
Form IV - Prerequisites

Form IV - Prerequisite/Co-Requisite Requirements

Please complete the following table indicating prerequisite/co-requisite course information. If you have taken classes you think are equivalent, obtain a Selection and Review Equivalence Form from our website, complete the form according to directions and turn in to Julie Magaña in Field Services (DBH 329).

This section to be completed by ALL applicants

<table>
<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>School where Taken</th>
<th>Course Name</th>
<th>Grade</th>
<th>If Completed: Semester/Year Taken</th>
<th>If Not Completed: Semester/Year to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Division English Composition (CSUS - WP Course or CBEST Writing Score 41 or higher)</td>
<td></td>
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<tr>
<td>American Government/Constitution (CSUS - PSCT 1201)</td>
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</tbody>
</table>

Multiple Subject & Concurrent Applicants Only

<table>
<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>School where Taken</th>
<th>Course Name</th>
<th>Grade</th>
<th>If Completed: Semester/Year Taken</th>
<th>If Not Completed: Semester/Year to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development or Nursing 1040 (CSUS – PSYC/CDEV 3140)</td>
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<tr>
<td>Second Language Experience (3 semester units of the same language or equivalent experience)</td>
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<tr>
<td>EDMS 4100 Foundations of Ed in Diverse Society</td>
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<tr>
<td>EDMS 4150 Methods of Education Multilingual</td>
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<tr>
<td>EDUC 4400 - Intro to Multilingual Education (Spanish Bilingual Students Only)</td>
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<tr>
<td>EDUC 4430 – Crosscultural Techniques (Bilingual Students Only)</td>
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<tr>
<td>EDUC 4460 - Cultural Views of Bilingualism (Spanish Bilingual Students Only)</td>
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</table>
Form V - Elementary Subject Matter (CSU Stanislaus LIBS Majors ONLY)

Department of Liberal Studies

Verification of Elementary Subject Matter Program (Form V)

For students entering the Multiple Subject or Education Specialist Credential Program at CSU Stanislaus ONLY. Completion of an approved Elementary Subject Matter Program (CSET waiver) must be verified by the Liberal Studies Chair before student teaching or intern teaching.

Processing Instructions:
1. Pay the $20.00 fee at the Cashier’s Office (MSR 100) and attach the receipt to this form.
2. Complete Part I below and submit this form to the Liberal Studies Department (CBN 300), along with unofficial transcript(s) for ALL colleges you have attended.

The completed form will be mailed to you. It is your responsibility to submit it to Credential Services.

Part I - Student complete this section ONLY

PLEASE PRINT

Last Name: ___________________________ First Name: ___________________________ SID: ___________________________

Address: ___________________________ Direct ___________________________ City: ___________________________ State: ___________________________ Zip: ___________________________

Phone: (____) ___________ Email: ___________________________

☐ I have completed the Elem. Sub. Matter Prep Program (AA in Liberal Studies) as of (date) ___________________________

☐ I have passed one or two CSET exams (If using this option, attach a copy of CSET exam results)

☐ I will begin the CSU Stanislaus Credential Program in: Fall _________ (yr) Spring _________ (yr) Other _________

☐ I will be applying to another institution’s credential program

Student Signature: ___________________________ Date: ___________________________

(To be completed by the Liberal Studies Chair)

Part II - Verification of Elementary Subject Matter Program (ESM)

☐ Has completed the CSU Stanislaus, Elementary Subject Matter Program as of (date) ___________________________

☐ Has NOT completed the CSU Stanislaus, ESM Program. Needs to satisfactorily complete the following courses (grade C- or better) to be approved for the CSET waiver. Please note: Student must maintain a 2.67 overall gpa or 2.75 in last 60 units to receive the CSET waiver.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
**Form VI - Ethnic Identity (Optional)**

**ETHNIC IDENTITY**

Name: _____________________________  Gender: ________

Please enter a number from the list below: ________

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. American Indian or Alaska Native</td>
<td>6. Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>2. Black or African American</td>
<td>7. White</td>
</tr>
<tr>
<td>3. Hispanic/Latino of any race</td>
<td>8. Two or more Races</td>
</tr>
<tr>
<td>5. Asian</td>
<td>9. No Response</td>
</tr>
</tbody>
</table>
Certificate of Clearance

Certificate of Clearance Instructions

Applicants must submit fingerprints via “livescan” and be “cleared” before working with students. The clearance is processed through the California Commission on Teacher Credentialing (CTC). Background checks are conducted by the California Department of Justice and the Federal Bureau of Investigations (FBI). When “cleared,” a student will receive an email verifying the “Certificate of Clearance” (which may take several months to arrive).

NOTE:
“Applicants with a valid Emergency Teaching Credential/Permit, Child Center Permit OR any document previously issued by the California Teaching Commission (CTC) are cleared and DO NOT need to reapply for the “clearance.” To print new copies of the application for “clearance” go to [http://www.ctc.ca.gov/credentials/leaflet/41-LS.pdf](http://www.ctc.ca.gov/credentials/leaflet/41-LS.pdf)

* Liberal Studies majors and others who have been fingerprinted, but do not have a “Certificate of Clearance” or a valid document from the California Commission on Teacher Credentialing, must be fingerprinted again.

To apply for a Certificate of Clearance online simply follow these steps:

- Take a copy of the Livescan 41-LS form to a Live Scan station to have your fingerprints taken. You fingerprints will be electronically forwarded to the Commission. Keep a copy for your records. For a list of Livescan locations, go to the following link: [http://caas.state.ca.us/fingerprints/publications/contact.html](http://caas.state.ca.us/fingerprints/publications/contact.html).
- CLICK ON “Credentials Information” tab, found on the center of the page.
- CLICK ON “Apply for a New Document” logo
- CLICK ON “Submit your application online” you will then be asked to enter your Social Security number and date of birth, click “ok” once you enter this information. If no record is found you will be asked to enter the same information a second time, click “ok.”
- Click on the “Create Person” tab found on the left hand side. Enter your personal information and click “save”. Complete the same process for your address and click “save” then click “next” at the bottom right hand side of the screen.
- Under “Web Applications” on the bottom left to the page, click on the “create new” tab under Document/Authorization Pick click on the drop down arrow and select “Certificate of Clearance” for both the category and title sections. Click “next” for the next process. You will now be asked ten questions, continue clicking “next” after you have answered each question and complete the rest of the online application.
- Using a VISA or MasterCard debit or credit card, pay the authorized transaction fee of $52.50 (paying a higher fee indicates incorrect process). Immediately following the successful submission of the online application, an email will be sent containing a confirmation number and a link to the Track Payment webpage. PRINT OUT THIS EMAIL AND ATTACH IT WITH YOUR APPLICATION TO VERIFY THAT YOU HAVE COMPLETED THIS STEP IN THE PROCESS.

The normal processing time for the fingerprint and character and identification process is one to three days. If the individual must be reviewed by the Commission’s Division of Professional Practice, the process will take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation.

Certificates of Clearance are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the search for an educator page at [http://www.ctc.ca.gov](http://www.ctc.ca.gov).
# Request for Livescan Service

**REQUEST FOR LIVESCAN SERVICE**

**Form # LS250 Rev. 07/11**

**Applicant Submission**

- **ORI:** A0281
- **Type of Application:** License/Certification/Permit
- **Job Title or Type of License, Certification or Permit:** TEACHER CRED 44349 EC

**Agency Address (Contacting Agency):**

- **CASM TEACHER CREDENTIALING**
- **Address:** 1900 Capitol Avenue
- **City:** Sacramento
- **State:** CA
- **Zip Code:** 95811-4213
- **Mail Code:** 03294

**Contact Information:**

- **Contact Name:** (Mandatory for all school submissions)
- **Contact Telephone No.:** 1-888-921-2682

**Name of Applicant:**

- **Last:** [Blank]
- **First:** [Blank]
- **Middle:** [Blank]
- **Driver’s License No.:** [Blank]
- **Milo No.:** [Blank]
- **BII -** [Blank]
- **Milo Number:** [Blank]
- **Agency Billing Number:** [Blank]

**Height:** [Blank]  **Weight:** [Blank]

**Eye Color:** [Blank]  **Hair Color:** [Blank]

**Place of Birth:** [Blank]  **Street No.:** [Blank]

**Social Security Number:** [Blank]

**Your Number:** [OCA No. (Applicant Code Security No.)]

**If resubmission, 1st Original ATI Number:** [Blank]

**Level of Service:**

- **DOJ**
- **FBI**

**Employer:** (Additional response for agencies specified by statute)

- **Employer Name:** [Blank]
- **Street No.:** [Blank]  **Street of PO Box:** [Blank]
- **City:** [Blank]  **State:** [Blank]  **Zip Code:** [Blank]
- **Mail Code:** [Blank]

**Live Scan Transaction Completed By:**

- **Name of Operator:** [Blank]  **Date:** [Blank]

**Sending Agency:**

- **Transmitting Agency:** [Blank]  **ATI No.:** [Blank]  **Amount Collected/Billed:** [Blank]
Other

- Letter of Exception - Low GPA - must pass all CSETs and CBEST
- TB Test result (good for 4 years)
- Libs 4960 Exit/Interview form OR a LOR/Form II from a liberal studies instructor (must be submitted with application)
Next Steps...

- Once your application is in...
  - Interview (non Liberal Studies students)
  - Review of letters of recommendation
  - Admission Status
    - Regular: Application/requirements complete by the interview date
    - Conditional: Most of the application/requirements met by interview date
    - Pending: incomplete application
  
- Admission Status can change once requirements are met. In order to be able to take any other courses you must meet all requirements by beginning of the semester
How do you pay for it?
Financial Aid

- Loans
- Grants
- Scholarships
- Other Incentives
- Internship, Substituting, Long-Term Sub

Contact:

- Teacher Recruitment Office – Rosemary Havens
  DBH 307  667-3589
  rhavens@csustan.edu

- Financial Aid Office – Mary Stuart Rogers Building
  667-3336  Financial Aid for Teachers
Next Steps

- Visit the website
  - Elementary Education Website
- Download the application
  - Begin application checklist
  - Register for CBEST and CSETs
- Contact credentials for additional information
  credentials@csustan.edu
Thank you! We know you have a choice and we promise to give the best 😊