

## Teacher Education Division Credential Application Procedures

### New Applicant Deadlines

Priority Fall Deadline: May 1 - Final Fall Deadline: June 1

Priority Spring Deadline: October 1 - Final Spring Deadline November 1

### Admission Requirements:

There are two parts to applying to a COE Program:

Part 1. University Application - <https://www2.calstate.edu/apply/graduate>

Part 2. Teacher Education Department Credential Program Application - <https://csudh-coe.smapply.io/>

Both the Program and the University applications must be completed in full and submitted by the posted deadline to be considered for admission. Incomplete applications will not be reviewed.

### Part 1: University Application Procedures:

1. Apply for admission to the University by completing the [Graduate Online Application](#) at Cal State Apply. The University application requires a \$70 non-refundable application fee. For [more info](#) click here.

Note: Only two options are given Graduate (Masters) or Post-Bac (Credentials). If you are applying to both the master's and credential, select Graduate. You will add the credential or certificate under the program application.

2. All academic transcripts must be submitted from all undergraduate and any post-graduate work. Submit one set of official sealed transcripts directly to:

Electronic submissions can be sent to: [admissions@csudh.edu](mailto:admissions@csudh.edu)

By mail: CSUDH Office of Admissions & Records

1000 E. Victoria St., Carson, CA 90747

Note: CSUDH students/alums do not need to submit CSUDH transcripts but **MUST** submit them for all other institutions attended.

3. Cal State Apply - **Supporting Information Quadrant** under "My Application" - The Cal State Apply (University) application will ask you to add your experiences; you may opt out of this when prompted. **ALL** supporting documents must be submitted with the Program application.

Note: The University application on Cal State Apply must be completed before completing the online Program application. Once you have completed the University application and fee, you will receive a CSUDH Student ID number (usually within 7-10 working days). Your Student ID number is necessary for you to complete the Program application. CSUDH Alums must still apply to the University (previous student ID will remain the same).

### Part 2: Teacher Education Credential (TED) Program Application Procedures:

1. Complete the online application at [Apply Now](#) on the college's website page. *For MA degree applicants*, you will need to submit a curriculum vita and statement of intent to complete this task.

✓ **Pathways - Student Teaching or Intern:** You are considered to be in the Student Teaching option upon entering the program. If you become a full-time contracted

teacher, you may then qualify to transfer to the University Intern Option by completing an Intern Credential application after completing Phase I of the program to be considered Intern eligible.

- ✓ **English Language Authorization** is included in both the Multiple and Single Subject credentials.
- ✓ **Bilingual Authorization-Spanish** is available after initial admission and completion of Phase I coursework. For authorization in a language other than Spanish, please consult the program chair for specific information and availability.

2. If you are applying to both the master's and credential at the same time, make sure to check both areas under master's and credential.

The following documents must be uploaded to complete the program application:

3. **COE Admission Processing Fee (via ToroPay):** This \$50 non-refundable fee is paid through [ToroPay](#) link. Scan and upload a copy of your complete receipt. This is a separate fee from the University application fee paid through Cal State Apply.
4. **Official Transcripts:** Official set of transcripts showing bachelor's degree (from a regionally accredited college or university) and any graduate work (these transcripts are in addition to those required by Admissions Office). Copies of the front and back of originals issued by the college or university will be accepted only if the college or university logo or seal appear on the copies. Web printouts of grades or course history are unacceptable. *Exception: CSUDH students and alumni are not required to submit CSUDH transcripts but **must** submit transcripts from other colleges/universities.*
5. **TED Minimum Grade Point Average (GPA):**
  - **CREDENTIAL APPLICANTS ONLY:** A *minimum* of an overall 2.50 GPA for all baccalaureate and post-baccalaureate course work **OR** a *minimum* 2.75 GPA in the last 60 semester units or 90 quarter units attempted is required.
  - **CREDENTIAL & MASTER'S DEGREE APPLICANTS:** A *minimum* of 2.75 GPA in the last 60 units attempted **OR** a Miller's Analogies Test (MAT- [more info](#)) score of 400 or above is required in lieu of the 2.75 GPA. If you fall below the required GPA, do not apply for the master's and apply to the credentials only. Your GPA must be the minimum for the master's no exceptions.
6. **Two (2) Letters of Recommendation (MA applicants only):** Provide the names and email addresses of **two (2)** recommenders who can provide a realistic appraisal of your qualifications for graduate-level coursework. The recommender will be sent a MA Letter of Recommendation form to complete. You will not be able to view this recommendation.
7. **Statement of Intent(s) - MA in Education applicants only:**

**Prompt for Curriculum and Instruction (C&I) Option**

Please address the following (2-4 pages, double spaced):

1. Describe your purpose in applying for graduate study in C&I.
2. Any relevant experience, personal background, and qualities/aspirations you would bring to the program.
3. Your connection to justice and equity in our mission and why you have chosen to apply to CSU Dominguez Hills, include career and academic goals.
4. Any additional information that may assist the Selection Committee in evaluating your preparation and aptitude for graduate study at CSU Dominguez Hills.

## Prompt for Dual Language Learners (DLL) Option

Please upload your Letter of Intent that addresses the following question:

1. ¿Qué significan los programas de doble inmersión para ti o para la comunidad en dónde trabajas? (Escribe por los menos dos páginas.)
8. **Fingerprint Clearance Requirement:** Evidence of either a Certificate of Clearance or a Valid California Teaching Credential or Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance go to: CTC website - [Fingerprint Information](#). Live Scan Service forms are available online from [CTC](#).

Copy of one of the options below:

- Certificate of Clearance
- Valid Teaching Credential or Substitute Teaching Permit

The California Education Code §44340 & §44341 require that all individuals receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission.

9. **Health Clearance:** Evidence of the tuberculin (TB) clearance must be no older than four years at the start of the program term. The TB clearance may be completed at one of the following:
  - private physician's office
  - County Health Department
  - CSUDH Student Health Center - (current CSUDH students)
10. **Basic Skills Verification:** A copy of your Basic Skills Verification indicating passage is required by one of the following:
  - Pass the CBEST (California Basic Educational Skills Test) [more info](#) *or*
  - Pass the CSET and Writing (California Subject Examination for Teachers) [more info](#) *or*
  - Pass the CSU Early Assessment Program or the CSU Placement Examinations [more info](#)
  - Pass Basic Skills by Coursework Evaluation [more info](#)
11. **Subject Matter Verification:**  
Please complete one of the options below. Subject Matter must be completed by Phase III application deadline to move forward.
  - Copy of your score report(s) of passage of CSET (California Subject Examination for Teachers) in the appropriate subject matter examination. For [more info](#) including passing scores and registration information.
  - Copy of original equivalency letter from the subject matter department verifying completion of a Commission approved subject matter program or its equivalent.
  - Completion of an academic Major authorized by CTC
  - CSUDH approved evaluation coursework form indicating successful completion through course review: [more info](#)
  - Combination of coursework and CSET by approved evaluation stating all domains are met**If Subject Matter not met:**
  - Completed Continuous Progress Towards Subject Matter form. This form must be filled out by the candidate and submitted with your application along with one or more of the following:
    - o Copy of score report(s) showing attempt to pass the appropriate subject matter examination(s)
    - o Evidence of registration for the next scheduled examination(s)

- Evidence of Major Match submission or will be submitted for evaluation
- Evidence of Course Review submission or will be submitted for evaluation
- Evidence of Combination of CSET and Course review submitted/to be submitted
- Evidence of Course Completion dates to be resubmitted
- Incomplete Subject Matter
  - Must be completed by Phase III Application deadline date:  
March 1<sup>st</sup> for Fall and October 1<sup>st</sup> for Spring

12. U.S. Constitution Verification: CSU graduates automatically meet this requirement. Other universities provide a copy of the transcript where you completed this requirement with a grade of C or better, **highlight** the course on the transcript. *Not required for Clear or Added Authorizations.*

Upon completing Part 1 and 2, please allow 3-6 weeks for your application to be processed. For questions or status regarding your program application, contact the COE Admission Unit at (310) 243-3530. You will receive an email of your conditional admittance into the Division of Teacher Education from the College of Education Admissions Unit (310) 243-3525.

Phase II application deadline - March 1<sup>st</sup> for Fall and October 1<sup>st</sup> for Spring while enrolled in Phase I.

**Note:** CSUDH Liberal Studies students (including ITEP) may have different application requirements. Please consult a Liberal Studies Advisor (310) 243-3832.

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**Phase II Application: Deadline: March 1<sup>st</sup> for Fall and October 1<sup>st</sup> for Spring**

Teacher Education Application for Phase II Practicum/Fieldwork

Credential candidates who have completed or are currently completing Phase I must submit this application for admission into Phase II (practicum) for the following semester. The following documents must be uploaded to complete the Phase II application by the deadline.

1. **Complete TED Phase II Practicum/Fieldwork Application** online at [SM Apply](#).

**STUDENT TEACHING OPTION:** Make arrangements with a faculty advisor to complete a program plan and interview. This is a required component of the Phase II application process. Faculty advisor list is available in COE 1410 or can be requested by emailing [vcook@csudh.edu](mailto:vcook@csudh.edu).

**UNIVERSITY INTERN OPTION:** Submit a copy of your current employment contract as an Intern from the appropriate agency (e.g., school district, charter school) with your application.  
[Internship Handbook](#)

2. **Letter(s) of Recommendation**

**STUDENT TEACHING OPTION:** Provide the names and email addresses of **two (2)** recommenders who can provide a realistic appraisal of your qualifications as a potential teacher. The recommender will be sent a Practicum Letter of Recommendation form to complete. You will not be able to view this recommendation.

**UNIVERSITY INTERN OPTION:** Your school site administrator will be asked to provide a realistic appraisal of your qualifications as a potential teacher and be sent a Fieldwork Letter of Recommendation form to complete. You will not be able to view this recommendation.

3. **Completion of Phase I Coursework:** Verify completion of all Phase I coursework with a 3.0 GPA (no grade lower than a C) by submitting Toro printout of transcript **OR** approved course substitution(s).

Phase I Coursework - Multiple Subject:

- TED 400 Seminar: Introduction to Education
- TED 413 Elementary Physical Education, Visual and Performing Arts Methods
- TED 414 Cultural Ecology in the Classroom
- TED 507 Language Learning: Theory and Practice
- TED 505 Educational Psychology
- TED 506 Multicultural and Social Foundations

**Note:** TED 505 and TED 506 may be taken in Phase I or Phase II.

Phase I Coursework - Single Subject:

- TED 400 Seminar: Introduction to Education
- TED 414 Cultural Ecology in the Classroom
- TED 467 Secondary Teaching Methods I
- TED 507 Language Learning: Theory and Practice
- TED 505 Educational Psychology
- TED 506 Multicultural and Social Foundations

**Note:** TED 505 and TED 506 may be taken in Phase I or Phase II.

CSUDH Liberal Studies graduates may substitute courses:

- LBS 400 for TED 400
- LBS 303 for TED 505
- LBS 302 for TED 414
- LBS 301 for TED 506
- TED 407 for TED 507

These course substitutes cannot be used for the MA degree program.

4. **Bilingual Authorization Only:** Passage of oral, written fluency, and culture knowledge must be submitted for the Bilingual Authorization *prior* to applying for the preliminary teaching credential. Bilingual Authorization candidates must make an advising appointment with the Bilingual Authorization Coordinator, Dr. Elexia Reyes-McGovern, at [DLL@csudh.edu](mailto:DLL@csudh.edu) for information regarding the requirements.

*Note:* Interns must meet the Bilingual Authorization oral language proficiency requirement *prior* to service in a Dual Language or Bilingual classroom and submit verification of this requirement.

5. **Valid CPR (Adult, Child, and Infant):** Submit a copy of valid CPR card (front and back). This certification must remain valid until completion of the program. This training can be taken through a variety of agencies including, the Red Cross and American Heart Association.
6. **Subject Matter Verification:** Provide evidence of completion or Continuous progress form. Subject Matter must be completed by Phase III application deadline to move forward. Submit evidence of one of the options below:
  - Copy of your score report(s) of passage of CSET (California Subject Examination for Teachers) in the appropriate subject matter examination. For [more info](#) including passing scores and registration information.
  - Copy of original equivalency letter from the subject matter department verifying completion of a Commission approved subject matter program or its equivalent.
  - Completion of an academic Major authorized by CTC
  - CSUDH approved evaluation coursework form indicating successful completion through course review: [more info](#)

- Combination of coursework and CSET by approved evaluation stating all domains are met  
**If Subject Matter not met:**
- Completed Continuous Progress Towards Subject Matter form. This form must be filled out by the candidate and submitted with your Phase II application along with one or more of the following:
  - Copy of score report(s) showing attempt to pass the appropriate subject matter examination(s)
  - Evidence of registration for the next scheduled examination(s)
  - Evidence of Major Match submission or will be submitted for evaluation
  - Evidence of Course Review submission or will be submitted for evaluation
  - Evidence of Combination of CSET and Course review submitted/to be submitted
  - Evidence of Course Completion dates to be resubmitted
- Incomplete Subject Matter
  - Must be completed by Phase III Application deadline date:  
March 1<sup>st</sup> for Fall and October 1<sup>st</sup> for Spring

### Teacher Education Appeal/Exceptions Policy

Students may file a petition for exception to some TED requirements or regulations (including requirements for initial COE program admission, admission to phases, and out-of-date coursework) by filing a [TED Petition for Exception](#). Petitions are reviewed by the TED Chair, with faculty consultation. Note: Requirements such as basic skills, subject matter, certificate of clearance, and intern eligibility, there are no exceptions per CTC regulations and CSU EO 1077.

*For application assistance or questions, please contact Student Services Center at (310) 243-3525 or visit COE 1414. For program information or petition inquiries, please contact the TED department at (310) 243-3496, email [ted@csudh.edu](mailto:ted@csudh.edu), or visit COE 1410 Monday-Friday 8am-5pm.*