

PART II: PROGRAM OPTION

Please indicate the program track you are applying to:

- Track A – Student Teaching (3 quarters)**
- Track B – Student Teaching (5 quarters)**
- Track C – Intern (6 quarters with prerequisites) Complete the Employment Information below**

Employment Information - To be completed for Track C ONLY

School District _____ School Site _____

Grade Level _____ Subject Area _____

PART III - ADMISSION DOCUMENTS

1. Transcripts: Please list all colleges and universities attended. ATTACH official transcripts from each, including coursework through university extension programs. It is not necessary to submit transcripts from CSUSB. Please remove official transcripts from envelopes, but do not write on them. For College of Education and credentialing purposes, these are considered to be official transcripts; this does not apply to official transcripts to be submitted to the Office of Admissions. **These transcripts are in addition to the ones sent to university admissions.**

Name of Institution	Dates of Attendance/Graduation
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University where Bachelor’s Degree was granted: _____

Academic major: _____

Date of degree or anticipated date of completion: _____

2. Grade Point Average: Indicate **undergraduate** G.P.A.

Cumulative G.P.A. _____ G.P.A. Last 90 units _____

Note: (G.P.A.) of 2.67 or 2.75 in the last 90 units is required for admission into any credential program offered at CSU San Bernardino. If you do not have the required 2.67 G.P.A., conditional admission will be considered on a limited basis. Please consult a faculty advisor regarding the Low G.P.A. Petition Process.

3. **Graduate Application:** Complete graduate application and submit directly to the Office of Admissions & Student Recruitment or the Palm Desert Campus.

Application submitted Date submitted: _____

Note: *Arrange to have official transcripts mailed directly to the Office of Admissions from each college or university listed above, including an official transcript with your degree posted and date awarded.*

EXAMS/ SUBJECT MATTER COMPETENCY

4. **CBEST**

Applicants must complete this requirement **prior to admission to the program. A copy of your CBEST scores is required even if you requested your scores to be reported to CSUSB.**

CBEST has been taken, and a copy of the entire score sheet indicating my test scores is attached.

5. **Subject Matter Exam OR Approved Subject Matter Preparation Program** – All applicants must complete this **requirement prior to admission to the Single Subject Credential Program.**

CSET

CSET has been taken, and **original** CSET scores are attached. **Original** test scores are required even if you requested your scores to be reported to CSUSB.

OR

State Approved Subject Matter Preparation Program. Subject matter preparation program completed or anticipated completion at

(College or University)

Quarter/Semester and Year

Note: *Please attach an original letter verifying completion.*

6. **Two Letters of Recommendation** from faculty, school site principal or others who are knowledgeable about your personal qualities and potential for teaching. Letter of Recommendation Forms are attached to this application and should be used by evaluators.

Attached

7. Certificate of Clearance

- Affidavit for Certificate of Clearance is attached.
- Copy of California Credential is attached

Note: *This is required prior to **admission** to the credential program. You will not be admitted until you have submitted the required verification of fingerprint clearance.*

8. Tuberculin (TB) Clearance. This is different than the proof of immunization required for admission to the University. TB clearance is required prior to entering a public school classroom. If candidates receive a positive reading, verification of a negative chest x-ray is required.

- Copy of TB results is attached.

9. Writing Requirement. The University requires all candidates to satisfy an Upper-division Writing requirement. Successful passage of the CBEST will satisfy this requirement.

- CBEST

PART IV- ADVISING SESSION

Note: *Qualified Candidates **must** attend a group advising session or schedule an individual advising session with a Single Subject Program Faculty member. Advising sessions are scheduled throughout the quarter. Submit verification to the C.A.S.E. Office or the PDC Teacher Education Office.*

PART V- ADDITIONAL REQUIREMENTS

10. U.S. Constitution (college level course or exam). – Applicants must complete this requirement to be recommended for an intern credential. Please refer to your official transcripts and complete all appropriate blanks.

- Completed at _____
(College/University)

Quarter/Semester and Year completed _____ Course number _____

- In Progress at _____
(College/University)

Anticipated completion _____
Quarter/Semester and Year Course number

Note: *An official transcript with your grade posted must be submitted as soon as available.*

- Exam is to be taken. Submit original letter for your file as soon as available.

11. CPR Certification: Prior to issuance of a **clear** credential, CPR Certification must be completed which covers infant, child, and adult. You must submit a photocopy (front and back) of your CPR card to the C.A.S.E. Office or the PDC Teacher Education Office and be prepared to show the original document.

12. SB 1209 three courses or 120 hours are required prior to issuance of an internship credential

**THE P.A.F. MUST BE SUBMITTED TO THE C.A.S.E. OFFICE OR THE PDC
TEACHER EDUCATION OFFICE.**

MY SIGNATURE BELOW CONFIRMS THAT EACH OF THE PROGRAM
REQUIREMENTS FOR
ADMISSION HAS BEEN COMPLETED AS INDICATED.

Signature_____

Date_____

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
College of Education
Letter of Recommendation
for Application to the Single Subject Credential Program

A brief explanation of the purpose of this recommendation:

The person whose name appears on this form is an applicant for a teaching credential program. The College of Education at California State University, San Bernardino is collecting information about this person to help us determine: (1) if he/she has the potential to develop into a good teacher and (2) what we can do to help him/her acquire the specific skills necessary to become a good teacher. You can help us by responding to each of the items described below. Please respond to each item in accordance with your direct observation of the applicant relative to the specified area. The recommendation is to be returned to the applicant in a sealed envelope. We appreciate your assistance. A key for the letters (A, B, C and D) is listed on the reverse side of this form.

Name of Applicant

	A	B	C	D
1. Oral Communication - The applicant uses language accurately and communicates clearly and concisely.				
2. Listening Skill - The applicant listens attentively and demonstrates understanding of what s/he has heard.				
3. Reading Skill - The applicant comprehends written instructions and other complex written information.				
4. Writing Skill - The applicant writes in a manner that is clear and grammatically correct.				
5. Empathy - The applicant demonstrates concern for people in various situations.				
6. Organization - The applicant identifies specific tasks, collects appropriate information and generally functions in a logical and productive manner.				
7. Time Management - The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that s/he has predetermined or agreed to accept.				
8. Attendance & Punctuality - The applicant consistently keeps appointments and arrives on time.				
9. Initiative - The applicant identifies what needs to be done in situations and does it promptly.				
10. Scholarship - The applicant analyzes, synthesizes and applies information to the solution of specific problems.				
11. Persistence - The applicant, after having identified specific tasks, continues to pursue those tasks until they are accomplished.				

12. Leadership - The applicant helps others to accomplish specifically identified tasks through direction and example.				
13. Self-Confidence - The applicant demonstrates faith in his/her convictions in the face of adversity.				
14. Willingness to Accept Feedback - The applicant incorporates the suggestions of others into the way s/he functions.				
15. Consistence - The applicant regularly demonstrates behavior that is appropriate to the situation.				
16. Tolerance - The applicant can accept the views of others and integrate them with his/her own.				

- A Sufficient to function as a teacher**
- B Could function as a teacher with improvement**
- C Not Sufficient to function as a teacher**
- D No basis for judgment**

Please make any additional comments you wish relative to this individual=s potential for teaching:

Evaluator:

Print Name

Signature

Date

Position

Institution

Street Number & Name

City

State

Zip

Phone Number

California State University San Bernardino Single Subject Program Admissions Checklist

When submitting your application, make certain your paperwork is in this order and fill in the blanks as necessary.

- Program Admissions File (P.A.F.)** [\$25 filing fee –filing fees may increase]
- Baccalaureate Degree** A bachelor’s degree from an accredited university is required for California certification.
- Grade-Point Average** Undergraduate G.P.A. of 2.67 or 2.75 in the last 90 quarter units.
- Tuberculin Clearance** The tuberculin clearance within 4 four years.
- Certificate of Clearance.** Students must possess a Certificate of Clearance.
- Transcripts.** One set of official transcripts from each college or university attended (excluding CSUSB).
- Two Letters of Recommendation.** From faculty, school site personnel or others who are knowledgeable about the student's personal qualities and potential for teaching.
- CBEST Examination** Copy of 3x3 Passing Status Card.
- Subject Matter Competency** Verification of competence in the subject matter you will be authorized to teach in a field offered by the Single Subject Program.
 - ___ Complete an approved CCTC waiver program in a content area
 - ___ Pass the appropriate Commission-adopted subject matter examination (CSET).
- Prerequisite Competency in Technology.** Students must obtain competency in using a set of education specific electronic tools.

Additional Requirements

- U.S. Constitution** Applicants must complete this requirement prior to issuance of an internship or Preliminary credential.
- Infant, Child & Adult CPR Certification** Applicants must complete this requirement prior to issuance of a Preliminary credential.
- SB 1209 120 hours required prior to issuance of an internship credential.**