

Teacher Education Credential Application Procedure

Admission Requirements:

There are two parts to applying to a COE Program:

Part 1. University Application

Part 2. Teacher Education Credential Program Application

Both the Program and the University applications must be completed in full and submitted by the posted deadline in order 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 \$55 non-refundable application fee. For [more info](#) click here.
2. Submit one set of official sealed transcripts directly to the CSUDH Office of Admissions & Records, 1000 E. Victoria St., Carson, CA 90747. All academic transcripts must be submitted from all undergraduate and any post-graduate work.
Note: CSUDH students/alums do not need to submit CSUDH transcripts, but DO need to submit them for all other institutions attended.

Please note that 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.

Part 2: Teacher Education Credential Program Application Procedures:

1. **Teacher Education Admission Application:** Complete the online application at [Apply Now](#) on the college's website page.
 - ✓ **Pathways: Student Teaching or Intern:** If you are NOT a full-time contracted teacher, you are considered to be a student in the Student Teaching Option. 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. Phase I must be completed 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.

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

2. **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.
3. **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 do not need to submit CSUDH transcripts, but do need to submit transcripts from other colleges/ universities.*
4. **TED Minimum Grade Point Average (GPA):**
 - FOR CREDENTIAL ONLY APPLICANTS: A *minimum* of an overall 2.67 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. If you do NOT meet this requirement, then you will need to submit a Petition for Exception. Download form [here](#).
 - FOR CREDENTIAL & MASTER'S DEGREE APPLICANTS: A *minimum* of 2.75 GPA in the last 60 units attempted **OR** a Miller's Analogies Test (MAT) score of 400 or above is required in lieu of the 2.75 GPA. [more info](#)
5. **Fingerprint Clearance Requirement:** Evidence of *either* a Certificate of Clearance *or* a Valid California teaching or Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance go to: CTC website - [Fingerprint Information](#). Livescan forms are available from the COE Student Services Center (SCC 510) or online from [CTC](#).

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.

Copy of one of the options below:

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

6. **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](#)
7. **Subject Matter Verification:** Please complete 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 letter from the subject area faculty verifying completion of a Commission approved subject matter program or its equivalent. *For Single Subject applicants only.*
8. **Health Clearance:** The tuberculin (TB) clearance must be no older than four years at the start of the program term. The tuberculin clearance may be completed at a private physician's office, the County Health Department, or if you are currently a student at CSU Dominguez Hills, then the campus Student Health Center.
 9. **U.S. Constitution Verification:** Provide a copy of the transcript where you completed this requirement with a grade of C or better **and** highlight the course on the transcript. *Not required for Clear or Added Authorizations.*
 10. **Two (2) Letters of Recommendation (For MA applicants only):** Select **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.

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

Part 3: Teacher Education Application for Phase II Practicum/Fieldwork

Students who have completed or are currently completing the Phase I must submit this application for admission into Phase II (practicum) for the following semester.

Spring Application Deadline: [November 1st](#)

Fall Application Deadline: [April 1st](#)

1. **TED Phase II Practicum/Fieldwork Application** - Complete online at FluidReview.

FOR STUDENT TEACHING OPTION CANDIDATES: Make arrangements to complete a faculty interview as it is a required component of the Phase II application process.

FOR UNIVERSITY INTERN OPTION CANDIDATES: Submit a copy of your current employment contract as an Intern from the appropriate agency (e.g., school district, charter school) with your application.

The following documents must be uploaded to complete the Phase II application:

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

FOR STUDENT TEACHING OPTION CANDIDATES: Select **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.

FOR UNIVERSITY INTERN OPTION CANDIDATES: 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. **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. **Online CPR certification is NOT acceptable.**
4. **Completion of Phase I Coursework:** Verify completion of all Phase I coursework with a 3.0 GPA (with no grade lower than a C) by submitting Toro printout of transcript **OR** approved course substitution(s).

Phase I Coursework:

- TED 400 Seminar: Introduction to Education
- TED 411 (Multiple Subject) OR TED 414 (Single Subject) Classroom Management
- TED 505 (TED 402) Educational Psychology
- TED 507 (TED 407) Language Learning
- TED 506 (TED 415) Multicultural Education: Urban Context Elementary Social Studies Methods (Multiple Subject only)

CSU Dominguez Hills' Liberal Studies graduates may substitute courses LBS 400 for TED 400, LBS 303 for TED 402, LBS 302 for TED 411, and LBS 301 for TED 415. These course substitutes cannot be used for the MA degree program.

5. **Bilingual Authorization Only:** Passage of oral, written fluency and culture knowledge must be submitted for admission to the Bilingual Authorization AND advancement into "Phase II" of the program. Bilingual Authorization applicants must make an advising appointment with the Bilingual Authorization Advisor, Dr. Lilia Sarmiento, at (310) 243-1026, to find out about requirements for acquiring the Bilingual Authorization in Spanish.