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 $70 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 matter faculty or department verifying completion of a Commission approved subject matter program in the same subject area for which you are seeking a credential.

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.*

   **Note:** Graduates from CSU campuses with initial BA have met this requirement as it is a graduation requirement. It is typically a political science (POL 101 at CSUDH) which covers U.S. Constitution and California State and Local government.

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.

   **Note:** CSUDH Liberal Studies students, including ITEP students, the application procedures and requirements are slightly different than other TED students. Please consult a Liberal Studies Advisor.

**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 Multiple Subject:**
   - TED 400 Seminar: Introduction to Education
   - TED 413 Elementary Physical Education, Visual and Performing Arts Methods
   - TED 414 (TED 411) Cultural Ecology in the Classroom
   - TED 507 Language Learning: Theory and Practice
   - TED 505 (TED 402) Educational Psychology
   - TED 506 (TED 415) Multicultural and Social Foundations

   **Note:** TED 505 and TED 506 may be taken in Phase I or Phase 2

   CSU Dominguez Hills’ 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, and TED 407 for TED 507. These course substitutes cannot be used for the MA degree program.
5. Phase I Coursework Single Subject:
   • TED 400 Seminar: Introduction to Education
   • TED 414 (TED 411) Cultural Ecology in the Classroom
   • TED 467 Secondary Teaching Methods I
   • TED 507 Language Learning: Theory and Practice
   • TED 505 (TED 402) Educational Psychology
   • TED 506 (TED 415) Multicultural and Social Foundations
   **Note:** TED 505 and TED 506 may be taken in Phase I or Phase 2

6. **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 **ecmgovern@csudh.edu**, to find out more about the requirements for the Bilingual Authorization in Spanish. **(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).

**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. Petitions are available in the department office or the COE Student Services Center (COE 1401). Note: For some requirements such as basic skills, certificate of clearance, and intern eligibility, there are no exceptions per CTC regulations and CSU EO 1077.

*Please see a TED advisor or the TED Chair with further questions.* TED Office: 310.243.3496