

How to receive the Certification of Subject Matter Competence

You have finished your degree in English Education from Cal State Dominguez Hills. Now how do you get the Certification of Subject Matter Competence that will exempt you from having to take the CSET?

1. Email the Subject Matter Advisor (currently Dr. Best) at dbest@csudh.edu with your name and student i.d. number to confirm that you have completed all requirements for the degree in English: Education.
2. Create a portfolio of your assignments in literature, composition, and language and linguistics and from your option. Three to five essays, exams, or projects will be fine, but they should give some indication of what you have learned in the program.
3. Write a self-reflective essay of 3-4 pages. The self-reflective essay should discuss what the portfolio shows, indicate what you have learned in the program, and reflect upon your time in the English program at Dominguez Hills.
4. Email a .pdf of the portfolio and self-reflective essay to Dr. Best with the subject line "Portfolio for Subject Matter Certification." In the email, request a time for the interview.
5. Interview with a panel of faculty members from the English Department, who will certify completion of the Subject Matter Preparation Program (SMPP). Dr. Best will email Leslie Bayless in the English Department with certification of the program's completion. Again, you should schedule the interview with Dr. Best.
6. Contact Leslie Bayless in the English Department and provide her with your social security number and current address. This should be done by phone or in person, since email is not secure.
7. Leslie Bayless will type up the paperwork and get it signed by Dr. Best and by faculty in your Extended Studies area. She will contact you when the paperwork is complete, and you can pick it up in the department office.

Please note that although the portfolio, self-reflective essay, and interview are listed in the catalog as requirements, you can receive your B.A. in English: Education without them. You cannot, however, receive the Certification of Subject Matter Competence until these requirements are complete. Exemption from the CSET and admission to credential programs depend upon SMPP completion.