

In order to be considered for admission into the credential program, you must complete the required Cal State Apply online application and upload required documentation by the deadline.

Candidates must complete the Basic Skills Requirement (CBEST) **prior** to applying to the Credential Program.

Incomplete applications will not be processed. Advising appointments with the Clinical Experiences and Partnerships Office (CEPO) are available. For additional information please visit our website education.csuci.edu or call the office at (805) 437-8953.

CREDENTIAL APPLICATION

Cal State Apply

Apply online at calstate.edu/apply.

Nonrefundable fees of \$105 payable online (\$55 University + \$50 Program).

Official Transcripts*

Submit one set of official electronic or sealed transcripts from **ALL** colleges and universities attended, directly to the Admissions Office at the address noted below. **Former and current CSU Channel Islands students do not need to submit transcripts, unless additional courses were taken since last attendance at CI.*

CSU Channel Islands

ATTN: Admissions - Sage Hall

One University Drive, Camarillo, CA 93012

Minimum GPA Requirement

GPA must be 2.75 in the last 60 semester units completed or 2.67 cumulative.

Basic Skills Requirement

Upload a copy of CBEST exam results

[CTC website for Basic Skills Requirement](#)

[CBEST Test Registration](#)

Certificate of Clearance from the Commission on Teacher Credentialing

Upload a copy of clearance, instructions can be found on CTC website under:

[Certificate of Clearance Instructions](#)

[Video - Submit Your Fingerprint Clearance](#)

[CTC Online Application Information](#)

[Request for Live Scan Service Form \(41-LS\)](#)

TB Clearance

Upload copy of a negative result **OR** chest x-ray results taken within the last 4 years. Valid results must be on file for the duration of enrollment in the program. The TB Risk Assessment Questionnaire is not accepted for the credential program.

□ **Two Letters of Recommendation**

Two (2) letters of recommendation are required. Recommendations must be completed by faculty members, employers, and/or others knowledgeable regarding the applicant's personal qualities and ability to work with children. Letters from relatives and letters more than 3 years old will not be accepted. Letter writer email address should be from professional or academic organizations (ex. @csuci.edu, @CA.gov or @oxnardunion.org), not personal email addresses.

Please instruct your letter writers to upload a signed copy of the letter on letterhead. The recommendation must address the following:

- Works with colleagues and individuals from diverse backgrounds
- Relates to students and/or families
- Demonstrates initiative, creativity, responsibility and professionalism
- Communicates effectively verbally and in writing

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

□ **Credential Program Interview**

Program interview session will take place once the application period has ended. Additional information will be provided.

CLINICAL EXPERIENCE (Begins fall semester of each academic year)

In order to move on to the fieldwork portion of the program you must complete the credential application requirements in addition to the following:

□ **Pre-Credential Courses**

Must be completed or in progress.

□ **Subject Matter Competency Requirement**

Upload a copy of CSET exam results. [CSET Test Registration](#)

Single Subject applicants meeting the Subject Matter Competency Waiver requirements must submit the original signed documentation.

Multiple Subject and Education Specialist applicants meeting the Elementary Subject Matter (ESM) requirement will be verified by CEPO.

□ **Field Experience Verification (45 hours total)**

Will be satisfied once EDMS 422 or EDSS 424 is completed with a "C" or better. Field experience will be verified by Clinical Experiences & Partnerships Office.

□ **US Constitution Requirement**

Requirement can be met by one of the following: a course that covers the provisions and principles of the U.S. Constitution, AP Credit (documented on transcript), or pass an approved examination. The requirement can be verified via coursework or examination. Please upload the certificate of completion if completed by examination.

[U.S. Constitution Requirement](#)