



**School of Education  
Sonoma State University**

**Single Subject Credential Program Application**  
*Program Application Submission Periods*

<b>For Priority Fall Admission</b>	<b>For Priority Spring Admission</b>
November 1 <sup>st</sup> - March 1 <sup>st</sup> <i>Applications received after this period will be considered in the order received on a space available basis.</i>	July 1 <sup>st</sup> - October 1 <sup>st</sup> <i>Applications received after this period will be considered in the order received on a space available basis.</i>

Contact the Credentials Office at 707-664-2832 or [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu) with any admission or application questions or visit [www.sonoma.edu/education](http://www.sonoma.edu/education) for more information.

**Application submission periods for interns are flexible: candidates may apply once they have secured a teaching position.**

**Subject Matter Content Areas- Admission by Semester:**

**Fall Semester:** English, Social Science, Art, Foreign Language, Math, Music, Physical Education, Physics, Chemistry, Geological Science, Biological Science.

**Spring Semester:** English, Social Science. All other Subjects: Candidates may apply for Spring admission provided they agree to complete the program in 3 semesters instead of 2.

**IMPORTANT:** In addition to completing this application, please *carefully* review the [Single Subject Program Description](#). It contains critical information regarding the structure and requirements of the program, including prerequisite coursework. You can download the document by clicking on the link above or obtain a copy via the Credentials Office.

**APPLICATION PROCESS**

**APPLICATION PACKET CHECKLIST**

(Please submit items in this order - see pages that follow for detailed descriptions of these items)

- 1. Office Check Sheet
- 2. Application for Admission to Single Subject Program
- 3. Statement of Purpose
- 4. Basic Skills Requirement (via verification of passage of the CBEST exam)
- 5. CSET Exam/Subject Matter Waiver (verification of passage or enrollment for exams or subject matter waiver program)
- 6. Verification of Pre-Program Field Experience
- 7. Transcripts (Official or Unofficial)
- 8. Prerequisite Coursework
- 9. Letters of Recommendation (two required)
- 10. Certificate of Clearance
- 11. TB Clearance
- 12. Legal Information Requirement
- 13. Documentation of Graduate/Postbac University Admission or Application

**APPLICATION INTERVIEW**

- 1. Interview

**ADMISSIONS ORIENTATION**

- 1. Program Overview
- 2. Field Placement Fair
- 3. Meeting with Advisors
- 4. Review of Credential File

## Single Subject Credential Program Admission Requirements

Individuals may apply to a Single Subject Credential Program if they have a Bachelor's degree OR senior status of 90 units toward graduation OR are in an Integrated Program. Candidates applying for the Single Subject Program are expected to meet the admission requirements identified below (with the exception of the Legal Information Requirement – see note at bottom of SS C). All materials should be sent/delivered to: Credentials Office, Stevenson 1078, 1801 E. Cotati Avenue, Rohnert Park, CA 94928, in one complete packet.

1. Office Check Sheet (SS – 1)  
Fill in the required information on part A of the office check sheet only.
2. Application for Admission to Single Subject Program (SS-2 through SS-8)  
Fill in the required information.
3. Statement of Purpose: Please follow guidelines on page (SS-6)
4. Basic Skills Requirement: (via California Basic Education Skills Test)  
A copy of your current CBEST scores must be included in your application packet. Visit [www.cbest.nesinc.com](http://www.cbest.nesinc.com) for details.
5. Subject Matter Competency: (Submit ONE of the following):
  - Single Subject CSET Exam(s) scores or Verification of Enrollment for CSET Exams(s) (California Subject Examination for Teachers):
    - ▶ Submit a copy of your current CSET scores or a printout of enrollment for CSET exams; visit [www.cset.nesinc.com](http://www.cset.nesinc.com) for details
  - Subject Matter Waiver Letter or Verification of Enrollment in Subject Matter Waiver Program
    - ▶ Submit a letter from your subject matter program advisor verifying you completed the waiver program OR a memo verifying you are enrolled in a subject matter waiver program
6. Verification of Pre-Program Field Experience:  
A total of at least 45 hours of pre-program field experience is required and **MUST** be completed by the time you file your application to the Single Subject Credential program. Complete “Verification of Field Experience” (SS-8) form and submit with this application packet. See page SS-8 for details.
7. Transcripts  
Provide a complete set of (official or unofficial) transcripts of all previous colleges and universities attended (this includes SSU if currently attending) with your application. For admission, the candidate must have attained a cumulative grade point average of at least 2.67 in all baccalaureate and post-baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units attempted. Transcripts from community colleges and other colleges/universities must be obtained from the registrar of each of the institutions you attended. This includes all coursework taken through the most recent semester/summer school. Failure to include copies of transcripts will delay your application and may result in denial of admission. *(Please note: transcripts you submit **will not be shared** between the Credentials Office and Admissions and Records. **Be sure to submit separate copies to each office.** Also note, Admissions & Records requires official transcripts).*
8. Prerequisite Coursework  
The Single Subject Program has two prerequisite courses, EDUC 417 and EDSS 418, which **MUST** be satisfactorily completed prior to beginning the program. Please submit ONE of the following with your application:
  - ▶ Proof of satisfactory *completion* of EDUC 417 & EDSS 418 via copy of unofficial transcript
  - ▶ Proof of *enrollment* in EDUC 417 & EDSS 418 via copy of unofficial transcript

If you have not satisfactorily completed AND are not enrolled for these courses, please contact the Credentials Office for instructions on how to enroll for the prerequisites. These courses are available during Fall and Spring semesters and during the Summer session.

*Please note: \*EDSP 433 is a co-requisite class and may be taken concurrently with program courses, but it must be completed before entering Phase II of the program. However, no more than 17 units may be taken during any phase of the program. Students who do not complete EDSP 433 prior to Phase I must take Phase I classes over TWO semesters.*

9. Letters of Recommendation: (two required)  
Ask two instructors, supervisors or other individuals who are in a professional position to recommend you to the teacher preparation program to write a *Professional* letter of recommendation on professional letterhead. Letters **must** be current and original (within the last 6 months). Submit the two letters with your application packet. **Please see SS 4 for more important details regarding letters of recommendation.**
10. Certificate of Clearance: In accordance with California State law and Education code, all teaching credential applicants must go through a background check and fingerprinting process BEFORE entering California P-12 classrooms. Please see the attached forms. It is advantageous to get this turned in early so that it will not delay your admission. (If you download this information from the Internet, contact the Credentials office for the aforementioned forms. They are not available on the web.) Acceptable documentation in lieu of forms: most credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30-day, pre-intern, emergency long-term, clear or preliminary, or children's center permits.
11. TB Test: TB test verification should be a photocopy of a note or card from a Doctor. A negative skin test or a letter from a doctor verifying a clear chest x-ray is acceptable. Test or x-ray evaluation should be no more than 12 months old.
12. Legal Information Requirement:  
California law and credential standards require that all teacher education candidates receive information about illegal discrimination, sexual harassment and suspected child abuse reporting BEFORE entering California P-12 classrooms. To meet this requirement, view the on-line video entitled "School of Education Legal Seminar" available at [www.sonoma.edu/education](http://www.sonoma.edu/education) found on the right hand side of the "Homepage". Then, contact the School of Education office at 707-664-3115 to schedule a time to take the follow up 45 minute exam. You can view the on-line video at any time. ***This requirement must be completed prior to applying to the program.***
13. Documentation of University Graduate/Postbac Admission or Application:  
All applicants who are not currently enrolled at SSU through the regular university as graduate/postbac students MUST also apply to Sonoma State University as graduate students via: [www.csumentor.edu](http://www.csumentor.edu). This includes undergraduates who will complete their BA or BS degree before starting the credential program. (*Please note: You must also submit separate transcripts to Admissions and Records upon their request.*)

Please submit ONE of the following as proof that you have completed the University Graduate/Postbac Application process:

- On-line University Graduate/Postbac application receipt
- Notice of University Graduate/Postbac application received from SSU
- Sonoma State University Transcript demonstrating current Graduate/Postbac enrollment

***Note to Integrated Program Students:*** if you are an applicant from an integrated (combined BA/Credential) program, you do not need to apply as a graduate/postbac student at this time. However, you do need to provide verification from your undergraduate advisor that you are in the integrated program with this application. This can be submitted in the form of a memo from your advisor OR a copy of a completed integrated program advising sheet.

***Note to International Students:*** Information regarding the Evaluation of International College Completion Requirements can be found on our website at: [http://www.sonoma.edu/education/application\\_docs/International%20Evaluations.pdf](http://www.sonoma.edu/education/application_docs/International%20Evaluations.pdf)

If you are having difficulties completing these requirements prior to submitting your application, please email the Credentials Office at: [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu) for assistance.

**Office Check Sheet: Please Complete Part A Only**

**Part A**

**Name:** \_\_\_\_\_  
Last First Middle Former Name/s

**SSU Email Account** (if available) \_\_\_\_\_ (PLEASE PRINT CLEARLY)

**Personal Email Account** \_\_\_\_\_ (PLEASE PRINT CLEARLY)

**Address:** Mailing \_\_\_\_\_  
Street City State Zip  
Permanent \_\_\_\_\_  
(if different from mailing)

**Telephone:** Home \_\_\_\_\_ Cell \_\_\_\_\_  
Work \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: Part B for Office Use Only**

**Part B**

Date Processed: \_\_\_\_\_

NEED.

- \_\_\_\_\_ 1. Office Check Sheet
- \_\_\_\_\_ 2. Application for Admission to SS Program
- \_\_\_\_\_ 3. Statement of Purpose
- \_\_\_\_\_ 4. Verification of CBEST \_\_\_\_\_ Passed Date: \_\_\_\_\_
- \_\_\_\_\_ 5a. Verification of CSET: Single Subject Area \_\_\_\_\_ IP Date: \_\_\_\_\_ OR Passed Date: \_\_\_\_\_  
**(submit 5a. OR 5b.; only one is required)**
- \_\_\_\_\_ 5b. Subject Matter Waiver \_\_\_\_\_ MET OR IP Date: \_\_\_\_\_
- \_\_\_\_\_ 6. Verification of Pre-Program Field Experience
- \_\_\_\_\_ 7. Transcripts from the following institution/s:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 8. Verification of satisfactory completion of or enrollment in checked prerequisites:  EDUC 417  EDSS 418
- \_\_\_\_\_ 9. Letters of Recommendation (2 Required) **Please Submit:** \_\_\_ One letter \_\_\_ Two Letters
- \_\_\_\_\_ 10. Certificate of Clearance
- \_\_\_\_\_ 11. TB Clearance (negative results & not older than 12 months)
- \_\_\_\_\_ 12. Documentation of University Admission or Application
- \_\_\_\_\_ 13. Documentation of enrollment in an Integrated program (Integrated Program applicants only)
- \_\_\_\_\_ 14. Completion of Legal Seminar

As of \_\_\_\_\_, your application packet is  COMPLETE  INCOMPLETE.

If we have marked the INCOMPLETE box, please submit items marked above as NEED no later than \_\_\_\_\_. Failure to do so may result in your application being delayed and/or being denied for admission. If we have marked the COMPLETE box, no additional items are required at this time. Notification of an Interview and/or admission to the program will follow from the Credentials Office.

**APPLICATION FOR ADMISSION TO SINGLE SUBJECT PROGRAM**

Name: \_\_\_\_\_  
Last First Middle Former Name/s

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Social Security Number: \_\_\_\_\_ SSU Student ID Number: \_\_\_\_\_  
(if available)

**Credential Program for which you are applying:**

\_\_\_\_ Single Subject Subject: (please complete) \_\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_

Integrated Program \_\_\_\_ YES \_\_\_\_ NO \* Must include memo from undergraduate advisor verifying status as integrated student

**Ethnic Identity – Indicate the group(s) with which you most strongly identify**

- |  |                                 |
|--|---------------------------------|
| ____ 1. American Indian/Alaskan Native                 | ____ 13. Laotian                |
| ____ 2. Black Non-Hispanic, including African American | ____ 14. Vietnamese             |
| ____ 3. Mexican-American, Mexican, Chicano             | ____ 15. Thai                   |
| ____ 4. Central American                               | ____ 16. Other Southeast Asian  |
| ____ 5. South American                                 | ____ 17. Guamanian              |
| ____ 6. Cuban  | ____ 18. Hawaiian               |
| ____ 7. Puerto Rican                                   | ____ 19. Samoan                 |
| ____ 8. Other Latino, Spanish-origin, Hispanic         | ____ 20. Other Pacific Islander |
| ____ 9. Chinese  | ____ 21. White                  |
| ____ 10. Japanese                                      | ____ 22. Filipino               |
| ____ 11. Korean  | ____ 23. Other                  |
| ____ 12. Asian Indian                                  | ____ 24. Decline to State       |

**Applicant Specifics**

BA or BS Degree: \_\_\_\_\_  
Major Institution Year Graduated (or year & term expected)

Advanced Degree: \_\_\_\_\_  
Major Institution Year Graduated (or year & term expected)

Are you currently enrolled in a Single Subject integrated program? \_\_\_\_ Yes \_\_\_\_ No

If yes, specify major: \_\_\_\_\_ English \_\_\_\_\_ Kinesiology \_\_\_\_\_ Math \_\_\_\_\_ Music

Have you previously applied or been admitted to an SSU School of Education Program? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state semester/year of admission/application: \_\_\_\_\_ Program(s): \_\_\_\_\_

Have you previously held a teaching credential? \_\_\_\_ YES \_\_\_\_ NO

If yes, indicate the following AND include a COPY of the credential with this application:

Type (i.e., Multiple Subjects, Single Subject, Vocational Ed, etc.) \_\_\_\_\_

Issued by which state: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date



## Personal and Professional Fitness

**Personal and Professional Fitness:** All questions must be answered by placing an “X” in the proper column.

**Any “YES” answer must be explained fully on a separate sheet of paper.**

	<u>YES</u>	<u>NO</u>
a. Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?	—	—
b. Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or any other state or place?	—	—
c. Have you resigned from or otherwise left public employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?	—	—
d. Are you now the subject of any inquiry, review or investigation? by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certification of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state?	—	—
e. Have you ever been convicted, including a plea of nolo contendere, in California or in any other state or place of any felony or misdemeanor offense, involving children, a school, school employment, educational personnel or property, or any combination of these?	—	—
f. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or any other state or place?	—	—

Signature of applicant: \_\_\_\_\_

Note: Education Code, Section 44320 as amended requires all credential programs applicants to obtain a Certificate of Clearance prior to admission to student teaching, including the field practicum for Pupil Personnel Services credentials. Application materials and instructions are available at the Credentials Office. If admitted to a basic teaching credential program, you will be given the materials to apply for the Certificate of Clearance at orientation. All of the above questions are asked on the application form for the Certificate of Clearance. The Certificate of Clearance is a document issued by the Commission on Teacher Credentialing allowing you to enter a public school classroom for field experience and student teaching. The application for the Certificate of Clearance requires you to answer questions regarding your personal and professional fitness. Along with the Certificate of Clearance application, you are required to submit proof of Live Scan fingerprinting to the Commission on Teacher Credentialing. The fingerprints are processed through the California Department of Justice and the Federal Bureau of Investigation. The Certificate of Clearance is issued after successful completion of the application and fingerprint processing.

## Letters of Recommendation (Supporting Documents)

Applicant Name \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Credential program to which you are applying \_\_\_\_\_

To the applicant: Complete the top of this form. You are required to submit a minimum of two recent (within the last six months) letters of recommendation. Please give a copy of this form to each person writing a letter of reference.

To the person writing this letter of reference:

Please write a letter that indicates your sense of the applicant's readiness and qualifications for entering a teacher credentialing program. Please sign the letter, attach it to this form, seal it in an envelope, and sign the back of the envelope. You may return the envelope to the applicant or mail it directly to:

Credentials Office  
School of Education  
Sonoma State University  
1801 E. Cotati Ave.  
Rohnert Park, CA 94928

In your letter, please address some or all of the following:

- In what capacity you have worked with the applicant
- How long you have known the applicant
- The applicant's
  - aptitude and passion for teaching
  - openness to exploring new ideas and multiple perspectives and commitment to lifelong learning
  - ability to communicate and work with children, adolescents, and adults
  - dependability, conscientiousness, reliability, and trustworthiness
- Any other qualities that demonstrate the applicant's qualifications as a credential student and future public school teacher

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Letters of Recommendation (Supporting Documents)

Applicant Name \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Credential program to which you are applying \_\_\_\_\_

To the applicant: Complete the top of this form. You are required to submit a minimum of two recent (within the last six months) letters of recommendation. Please give a copy of this form to each person writing a letter of reference.

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- In what capacity you have worked with the applicant
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  - ability to communicate and work with children, adolescents, and adults
  - dependability, conscientiousness, reliability, and trustworthiness
- Any other qualities that demonstrate the applicant's qualifications as a credential student and future public school teacher

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Statement of Purpose

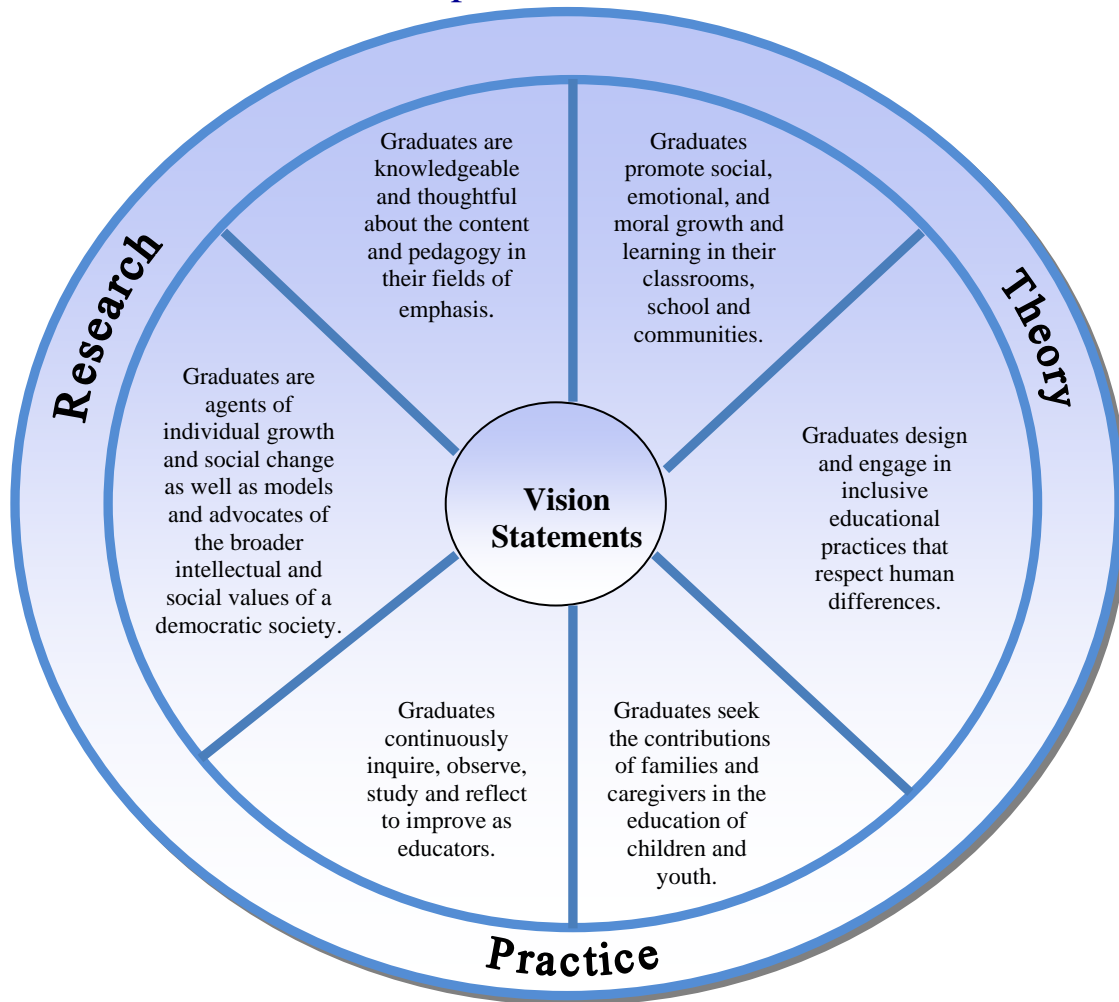
Directions: Please submit your own word processed essay, but attach this sheet as your cover page. The usual length for the statement is 2 to 3 pages, double spaced.

Name \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Please include the following three elements in your statement of purpose:

- A brief personal history leading to your decision to become a teacher including your education and activities that directly relate to teaching,
- The knowledge, skills and professional dispositions that you believe are essential for the teaching profession,
- An explanation of why you chose Sonoma State University to pursue your teaching credential with a focus on the School of Education's Conceptual Framework and how this framework supports your vision of teaching and learning.

# Sonoma State University School of Education Conceptual Framework



**School of Education Mission**

To advance excellence in the education profession through university-based preparation of teachers and leaders; to inform that preparation through engagement in and dissemination of exemplary teaching and relevant scholarship and research; and to enact that preparation through collaboration with professional educators, families and the broader educational community.

- Performance Expectations**  
Graduates of the School of Education:
- A. Demonstrate depth and breadth of content and pedagogical knowledge
  - B. Are knowledgeable about and able to design, implement, and evaluate instructional practices and educational assessments that are responsive to the full range of individuals – their social, cultural, linguistic, and ethnic diversity, and/or physical and learning disabilities
  - C. Practice their profession in ways that are informed by developmental and learning theory, curricular and pedagogical theory and research, professional standards, and reflection
  - D. Continuously employ their knowledge of research, formative and summative assessments, and qualitative/quantitative methods to measure and improve student learning and their own teaching effectiveness
  - E. Use technology to enhance teaching and support active, authentic learning
  - F. Create and work in collaborative and inclusive communities; and,
  - G. Demonstrate and promote global, multicultural perspectives

- Dispositions**  
Our Graduates are professional educators who:
- A. Believe all students can be successful in school and that learning is a lifelong endeavor
  - B. Value social and emotional growth and an ethic of caring, nurturing, and learning in their classrooms, schools, and communities
  - C. Value culturally responsive practices and are knowledgeable and appreciative of the diversity among learners
  - D. Believe that knowledge and learning are based on critical thinking, inquiry, and creativity and that these qualities are essential components of authentic learning
  - E. Believe that social justice, fairness, equality of opportunity, and civic engagement are vital components of a democratic, free public school education
  - F. Value and demonstrate professional and ethical standards

# Verification of Pre-program Field Experience

Candidate's Name: \_\_\_\_\_

Program (check one):  Multiple Subject       Single Subject       Special Education  
 M/M  
 M/S

## Instructions:

Below are options to fulfill the pre-admission field experience requirement for entrance into the Multiple Subject, Single Subject or Special Education Credential Program at Sonoma State University.

Please have an appropriate teacher/administrator complete this form to verify your experience and have it returned to you so that you may submit it with your application to the credential program. **Please note:** experience does not have to be in a classroom setting to meet the experience requirement.

## Section 1 – Please check appropriate box.

- 1. Completion of at least 45 hours of **volunteer experience** working with students at the grade level and/or with the special education requirements of the credential you are seeking.
- 2. Completion of at least 45 hours of experience as a **teacher's assistant** working with students at the grade level and/or with the special education requirements of the credential you are seeking.
- 3. Completion of 45 hours of experience as a **classroom teacher with an Emergency Permit** at the grade level and/or with the special education requirements of the credential you are seeking.
- 4. Successful completion of any **course or courses which involved field experiences of 45 hours** during which you worked with children and or adolescents at the grade level and/or with the special education requirements of the credential you are seeking.
- 5. **Alternatives** to the above are possible. Please discuss with appropriate program advisor or Credentials Office.

## Section 2 – Site Information and Verifying Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Location

\_\_\_\_\_  
Grade Level(s) of verified experience

\_\_\_\_\_  
Indicate if RSP, Mild/Moderate or Moderate Severe  
(Education Specialist Candidates Only)

\_\_\_\_\_  
Verifying Teacher's/Administrator's Name  
Print

\_\_\_\_\_  
Verifying Teacher's/Administrator's  
Signature

**Please note: Hours MUST be within the last two years.**