



## Resource Guide for Credential Program Applicants

*The School of Education Faculty and Staff at Sonoma State University are delighted you are interested in pursuing a career in teaching! This Resource Guide was designed to provide helpful information regarding advising, financial aid, and program requirements. Please do not hesitate to contact the Credentials Office in the School of Education, Stevenson 1078, at 707-664-2832 or [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu) with any questions or concerns. Thanks!*

### Advising – School of Education Program Advisors

Program advisors provide advising to prospective students regarding program issues and questions. These may include questions such as: *What's a regular course load like? What's student teaching like? How does a part time student proceed through the program? What are typical courses like? What if I want to take prerequisites at another institution?* For a comprehensive list of School of Education program advisors and their contact information, visit the following link on the School of Education website: <http://www.sonoma.edu/education/Resources.htm> and look under "Advisors".

### Advising – Subject Matter Program Advisors

Subject matter program advisors provide assistance to applicants who are seeking an evaluation of transcripts to determine if they qualify for subject matter competency (waivers) or who are seeking advice on how to prepare for the CSET exams. For a comprehensive list of Subject Matter program advisors and their contact information, visit: <http://www.sonoma.edu/education/Resources.htm> and look under "Advisors".

### Applying to a Credential Program

To apply for a Credential Program at SSU, visit: <http://www.sonoma.edu/education/applications.htm> and select the application for your program of choice. The application will give you step by step instructions on what to do in order to apply. Make sure to also download a description for your program of choice; see "Credential Program Descriptions (Basic Programs)" on this handout for links to the descriptions.

If you would like assistance with the application process, you can A) attend an informational workshop – visit: <http://www.sonoma.edu/education/Workshops.htm> for a schedule of workshops or B) contact the Credentials Office at [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu). We're happy to answer any questions and/or set up individual meetings to review application materials and requirements.

### Basic Skills Requirement

This requirement is described in the Education Specialist Level 1, Multiple Subject and Single Subject applications & program descriptions.

### Certificate of Clearance/Fingerprinting

Applicants to the basic Education Specialist Level 1, Multiple Subject, or Single Subject credential programs must submit a Certificate of Clearance application with their program application. If you need a Certificate of Clearance application packet, please email the Credentials Office at [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu) with a request and we will gladly send it to you. You can also pick up a packet at the School of Education, Stevenson 1078.

*Please note: This requirement can also be met if you've had a previous credential/teaching permit issued by the California Commission on Teacher Credentialing. Simply include a copy of the document with your application to the program.*

## Course Substitutions (Petition to Waive School of Education Requirements)

If you have taken coursework at another institution that you think may meet course requirements for a Credential Program at SSU, you can petition to have courses evaluated by completing the "Petition for Waiver of School of Education Requirements" form found at: <http://www.sonoma.edu/education/Resources.htm>. Submit the form and required documents to the School of Education. You will receive notification in the mail once the evaluation is completed.

## Credential Program Descriptions (Basic Programs)

The School of Education offers three basic credential programs, among other advanced credentials and M.A. degrees. To view descriptions of the programs offered by the School of Education, visit: <http://www.sonoma.edu/education/programs.html>.

If you are interested in becoming a **Special Education** teacher, download: [Preliminary Level I Education Specialist Credential in Mild/Moderate or Moderate/Severe Disabilities](#)

For **Elementary School** teaching, download: [Multiple Subject \(elementary schools\) Credential](#) and/or [Multiple Subject BCLAD \(bilingual emphasis\) Credential](#)

For **Secondary School** teaching (middle/high school), download: [Single Subject \(secondary schools\) Credential](#)

## CSET Exams (Subject Matter Exams)

This requirement is described in the Education Specialist Level 1, Multiple Subject and Single Subject applications. To register for the exam and/or obtain additional information, please visit: [www.cset.nesinc.com](http://www.cset.nesinc.com). If you are interested in test preparation for the CSET, visit: <http://www.sonoma.edu/education/default.html> and open the link "CSET Test Prep Workshops". You can also look for preparation books for this exam at all major bookstores.

## Fees/Financial Aid/Scholarships

To learn about the fees required per semester, please visit <http://www.sonoma.edu/ar> and look under "Fees". To learn about financial aid and/or scholarships available to Credential program applicants, visit: <http://www.sonoma.edu/education/Resources.htm> and look under "Financial Aid".

## Internship Programs

The School of Education offers internship programs in the Education Specialist Level 1, Multiple Subject and Single Subject programs. To learn about internship programs, visit: <http://www.sonoma.edu/education/programs.html> and open the "Internship Programs" link.

## Legal Information Requirement

This requirement is described in the Education Specialist Level 1, Multiple Subject and Single Subject applications & program descriptions. To learn more about the Legal Information Requirement, visit: <http://www.sonoma.edu/education/applications.htm> and open the "School of Education Legal Seminar" link.

## Prerequisite Coursework

The three basic credential programs at SSU require prerequisite/co-requisite coursework. This coursework can be completed prior to beginning or during completion of a credential program, depending on the credential sought.

Current SSU undergraduates and postbac/graduate can take prerequisite/co-requisite coursework without being admitted to a Credential program.

Post baccalaureate/Graduate applicants who wish to be admitted to SSU to take prerequisites/co-requisites only (prior to beginning a Credential program) may do so by applying as Graduate Students to the University via: [www.csummentor.edu](http://www.csummentor.edu). Applicants should indicate they are applying to a Credential program and in the essay portion of the application, write a statement along the lines of "I wish to be admitted to SSU to take prerequisites/co-requisites for a Credential Program".