

## **School of Education**

### **Policies and Procedures Related to Administrative/Statutory Requirements**

#### **Prior to Full University Admission**

- ❖ As indicated in Multiple Subject, Single Subject and Education Specialist Level 1 Program Handbooks, Application Materials and Orientation Checklists, all new admits must present a copy of a valid negative TB test and *file* for a Certificate of Clearance prior to full University admission to a Credential program. Showing proof of a substitute-teaching permit will suffice for the Certificate of Clearance requirement.
- ❖ All new Multiple Subject (with the exception of Blended and Integrated students) admits must present proof of having passed the CSET: Multiple Subjects exam OR obtain special admission status via petition prior to full University admission to a Credential program.
- ❖ All new Education Specialist Level 1 admits must present proof of having met subject matter competency via exam or waiver OR obtain special admission status via petition prior to full University admission to a Credential program.
- ❖ Instructions and materials for completing these requirements are provided with application materials and during program orientations.

#### **Prior to Entering any K-12 Classroom**

- ❖ All MS, SS and ES 1 candidates must complete the Legal Seminar requirement prior to entering any K-12 classroom.
- ❖ Instructions for completing this requirement are provided with application materials and during program orientations.
- ❖ The Credentials Office will provide a list of students who have requested a Participant Observation placement and who have not met the Certificate of Clearance, valid Negative TB and Legal Seminar requirements to the Director of Field Placements and the Department Chairs during the first week of the semester.
- ❖ The Director of Field Placements will notify these students that they cannot begin a participant observation placement until the Credentials Office clears them to do so. The Director of Field Placements will also notify these students that failure to meet these requirements may result in being disenrolled from their participant observation course if clearance is not obtained by the second week of the semester.

- ❖ The Director of Field Placements will notify the MS participant observation supervisors of the students who are not cleared for participant observation. The Director will also notify the SS program chair of the students who are not cleared for participant observation.
- ❖ If a student is disenrolled from their participant observation course, the Director of Field Placements will notify the student within two days of the disenroll date and will advise the placement site that the student will be postponing her/his placement.

### **Prior to Full Time Student Teaching**

- ❖ All students advancing to Full Time Student Teaching must have a Certificate of Clearance, a valid Negative TB Test, documentation of completion of the Legal Seminar requirement, passing CBEST scores, and proof of having met subject matter competency on file prior to the first day of the semester of Full Time Student teaching. This means that the Certificate of Clearance needs to be issued and returned by the California Commission on Teacher Credentialing and placed in the student's file prior to Full Time Student Teaching.
- ❖ If a student does not have these requirements on file prior to the first day of Full Time Student teaching, the student will not be allowed to participate in the Full Time Student teaching placement until the required items have been received.
- ❖ The Department Chairs will notify students that they will not be allowed to participate in their Full Time Student teaching placement until the Credentials Office clears them to do so. The student may have to postpone Full Time Student Teaching until the next available semester.
- ❖ During the first two weeks of the semester, the Credential Analyst will provide daily updates to the Director of Field Placements and the Department Chairs of full time student teaching candidates who have recently met these requirements.
- ❖ The Director of Field Placements will subsequently notify the newly cleared students and the Department Chairs once the requirements have been met.