

Multiple Subjects and Single Subjects Credential Evaluation & Processing Form

Enter all information below before printing (**handwritten form will not be processed**) and submit all required documents. This form is only for those who are currently eligible for a Multiple Subject or Single Subject Credential.

Check the Multiple/Single Subject Credential you are applying for.

Multiple Subject

Multiple Subjects Internship ¹
Preliminary Multiple Subjects
Clear Multiple Subjects

Single Subject – please specify subject area

Single Subject Internship in ¹ _____
Preliminary Single Subject in _____
Clear Single Subject in _____

Added Content Area (Authorization) reviews at this time. _____ (Only Single Subject)

Last Name First Name Middle Name

Former Name(s)

Have you held a California credential or permit authorizing teaching in California public schools?
 No Yes - Please specify _____

CIN SSN Date of Birth

Street Address

City State Zip Code

Home Phone Work Phone Cell Phone

Email Address

(Note: verify your email address; the CCTC will correspond with you regarding the status of your credential using this email address.)

1 Internship Credential (Multiple/Single) applicants will need to include an Internship Verification form signed by your advisor and a job offer letter.

Office for Student Services, Charter College of Education
California State University, Los Angeles

All requirements listed below must be completed in order to process your credential.

Items in bold - requires originals to be submitted with application – keep copy for your records

Items already submitted to office will not have to be submitted again.

Important – any items missing will delay credential recommendation

Internship: Single or Multiple Subjects Credential

- Admission into the Charter College of Education Program
- **Internship Verification Form** (see your advisor) - If the advisor delineates prerequisite courses, these must be completed.
- **Job offer letter** - Job offer must be with a school or district with which we currently have an Internship Agreement.
- Verification of the U.S. Constitution requirement
- Verification of Subject matter completed (if using CSET scores, provide original scores unless previously recorded with CCTC)
- Proof of Completion of Basic Skills Requirement (BSR) * (*see below*)
- **FERPA release form** -required for the release of official CSLA transcripts (Available in the Office for Student Services, KH D2078).

Preliminary: Multiple or Single Subjects Credential

- Completion of all course requirements on approved Program Plan
- Confirmation of BA degree (CSULA blended undergraduate multiple subject candidates only)
- Proof of Completion of Basic Skills Requirement (BSR) * (*see below*)
- Verification of the U.S. Constitution requirement
- Verification of Subject matter(if using CSET scores, provide original scores unless previously recorded with CCTC)
- RICA passing scores (Multiple Subject candidates only)
- Verification of completion of CPR for infants, children, & adults (*online CPR is not acceptable*)
- **FERPA release form** -required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

Clear Induction: Multiple or Single Subjects Credential

- Completion of all course requirements on approved Program Plan
- **FERPA release form** -required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

***Basic Skills Requirement (BSR)**

- Proof of passage of all three sections of the CBEST
- Passing scores from the CSET: Writing Skills test plus ALL three subtests of CSET: Multiple Subjects (*ONLY Multiple Subjects*)
- Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM)Test
- Qualifying Score on SAT (College Board SAT) – Math score 550 & English score 500 or ACT – Math score 23 & English score 22
- College Board Advanced Placement (AP) Examinations – Math & English
- Proof of passage of CTC approved out-of-state basic skills exam

EXCEPTIONS – A \$35 processing fee is required for a
Cancelled credential applications or loss of
Continuing status at CSULA.

Cashier Stamp: Code #696 or reverse side