

**SANTA CLARA UNIVERSITY • DEPARTMENT OF EDUCATION**  
**Preliminary Multiple Subject and Single Subject Teaching Credential Program**

**Admissions Expectations and Prerequisites**

Many of the expectations and prerequisites for admission to our Preliminary Multiple Subject and Single Subject teaching credential program have been determined by the California Commission on Teacher Credentialing (for more detailed information about the process of earning a teaching credential, visit their website at <http://www.ctc.ca.gov/credentials/teach.html>). Satisfying these prerequisites typically takes future teachers between three and twelve months. We recommend that credential seekers allow themselves sufficient time to meet all the prerequisites prior to the credential program application deadline.

• **Academic background in the liberal arts and sciences**

Santa Clara looks for applicants with an academic background in the humanities, natural sciences, social sciences, mathematics, or visual and performing arts.

• **Documentation of basic skills and subject matter competence**

All applicants to the preservice Preliminary Multiple Subject and Single Subject Teaching Credential program must exhibit mastery of basic skills and of the academic subjects they will be teaching.

Mastery of basic skills is demonstrated by providing official documentation of passing **one** of these examinations:

1. The California Basic Educational Skills Test (CBEST) examination. More information about the CBEST examination, including a schedule of test dates, can be found at [www.cbest.nesinc.com](http://www.cbest.nesinc.com).
2. The California State University Early Assessment Program or the California State University Placement Examinations. More information about the CSU examinations can be found at [www.ets.org/csu](http://www.ets.org/csu).
3. A basic skills examination given by another US state.
4. The California Subject Examinations for Teachers (CSET) Writing Skills examination. NOTE: This option is only available for Multiple Subject credential candidates. The Writing Skills examination can only be used to satisfy the basic skills requirement when combined with passing scores on the CSET Multiple Subjects examination subtests 1, 2, and 3). More information about the CSET examinations, including test dates, is available at [www.cset.nesinc.com](http://www.cset.nesinc.com).

Subject matter competence is documented by providing official documentation of satisfying **one** of these requirements:

1. Passing the CSET (California Subject Examinations for Teachers) examinations required for the credential you intend to pursue. Applicants for the Preliminary Multiple Subject Credential program must pass the CSET Multiple Subjects Examination, Subtests 1, 2, and 3. Applicants for the Preliminary Single Subject Credential program must pass all the required subtests of the CSET examination linked to the content area and the credential you are seeking. NOTE: There is a range CSET options for demonstrating

subject matter competence in mathematics and the sciences. These various options are not equivalent to each other and do not authorize candidates for the same breadth of teaching opportunities. If you are seeking a Single Subject credential in mathematics or one of the sciences, please read the CSET information very carefully before you register for your examinations. If you would like guidance to be certain that you are taking the correct examinations for the type of teaching position you aspire to hold, please contact the Admissions Counselor or the Education Department to speak with someone who can assist you. Information on the CSET exams, including test dates, is available at [www.cset.nesinc.com](http://www.cset.nesinc.com).

2. Earning a CTC-approved subject matter waiver from your undergraduate institution. If you do not know if you earned a CTC subject matter waiver as part of your undergraduate program, you must contact the college or university you attended for more information.

The methods described above are the only ways to satisfy the basic skills and subject matter competence requirements. No other measures or scores are acceptable.

- **English language proficiency**

Because the California Commission on Teacher Credentialing requires that all credential candidates demonstrate strong competence in reading, writing, and speaking English, all applicants to our credential program must provide acceptable evidence of their full English proficiency. Native speakers and non-native speakers are expected to meet different requirements.

- Native English speakers must submit (a) a personal statement that demonstrates reasonable command of the conventions of written English; and (b) three professional recommendations that verify high levels of competence in English verbal communication skills.
- Non-native English speakers must submit (a) a personal statement that demonstrates reasonable command of the conventions of written English; (b) three professional recommendations that verify high levels of competence in English verbal communication skills; and (c) official documentation of achieving TOEFL results that meet or exceed our minimum scores. All non-native English speakers, *including those who completed a Bachelor's or Master's degree in the United States*, must provide official documentation of achieving TOEFL results that meet or exceed our minimum scores. See the "Additional Information for International Applicants" section below.

- **Recent experience working with groups of children or youth in an organized, formal setting in the United States**

Candidates for admission to the Multiple and Single Subject Teaching Credential Program must have meaningful, recent (within the past 3 years) experience working with youngsters in the same age range as the students they intend to teach. Candidates for admission to the Preliminary Multiple Subject Teaching Credential program must have volunteer or paid experience working with and supervising groups of children between the ages of 5 – 14 years old in an organized,

formal setting in the US; candidates for admission to the Preliminary Single Subject Teaching Credential Program must have volunteer or paid experience working with and supervising groups of youth between the ages of 12 – 18 years old in an organized, formal setting in the US. The recommended minimum amount of time dedicated to this experience is 30 hours.

This experience may take place in a public, private, charter, or Catholic school; in a scout troop or other highly-structured extracurricular activity; in a religious or language school that meets on a regular, ongoing basis; or in another formal context serving students in grades K – 8 or grades 6 – 12. The work should involve some degree of planning for and supervising children or youth.

The following activities **will not** satisfy the expectations for admission to the Multiple Subject and Single Subject teaching credential program: teaching music or dance lessons; working as a babysitter, nanny, or daycare provider; working with your own children, their friends, or members of your immediate family; providing one-on-one tutoring in any academic or non-academic subject area.

The following activities **may** satisfy the expectations for admission to the Multiple Subject and Single Subject teaching credential program: teaching/coaching sports, working as preschool teacher, working as a summer camp counselor.

All applicants are required to submit a letter of recommendation written by the individual who supervised their work with youngsters and provides an assessment of their quality of their performance. See Letter of Recommendation requirement below.

### **Application Requirements**

To receive priority consideration for admission and scholarships, applications and all supporting materials (transcripts, letters of recommendation, etc.) must be received by the Graduate Services Office by the application deadline noted in the Bulletin and on our website. Applications received after the deadline will be considered for admission only if space is available.

The following application materials are required:

1. **Application Form** Application forms are completed online. Please go to <https://www.scu.edu/apply/edcp/handler.cfm?event=home> to access the application.
2. **Application Fee** A \$50 nonrefundable application fee is required. The fee is payable online with a credit card.
3. **Personal Statement** Download our Personal Statement Instructions Form (<http://www.scu.edu/ecppm/education/admissions/upload/personal-statement-instructions.pdf>) for the statement prompt and guidelines. Your personal statement must be double spaced and submitted electronically as part of the online application.
4. **Three Letters of Recommendation** Three letters and three Recommendations for Admissions form (<http://www.scu.edu/ecppm/education/admissions/upload/letter-of-recommendation.pdf>) must be submitted. The forms and letters should be written by three individuals who know you and are qualified to evaluate your academic competence,

character and/or experience in professional or leadership roles. Professors, supervisors, and employers are often the best sources. References from a personal therapist, family members, or friends are not accepted. **One letter of recommendation must be written by the individual who supervised your recent work with groups of children or youth in a formal, organized setting in the U.S. This letter writer should specifically address his or her observations of your work in the recommendation letter.**

5. **Official Transcripts** Applicants must hold a baccalaureate degree from a regionally accredited institution or the foreign equivalent. (Applicants for the SCU Accelerated Program are exempted from this requirement.) Official, sealed transcripts must be submitted from each post-secondary institution attended regardless of the length of study or the number of courses taken. Faxed transcripts are not considered official. Graduates of a non-U.S. university system are required to provide officially evaluated and translated copies of all their college transcripts. See the “Additional Information for International Applicants” section below for more information.
6. **Grade Point Average (GPA)** All applicants must hold a minimum overall undergraduate GPA of 3.0.
7. **Basic Skills Requirement** Applicants to the Preliminary Multiple Subject and Single Subject credential program must provide evidence of basic skills mastery. Official documentation must be provided. See detailed information under “Admissions Expectations and Prerequisites.”
8. **Subject Matter Competence** Applicants to the Preliminary Multiple Subject and Single Subject credential program must provide evidence of their competence in the academic subjects they will be teaching. Official documentation must be provided. See detailed information under “Admissions Expectations and Prerequisites.”
9. **Resume** All applicants must submit a current professional resume listing positions, prior education, awards, classroom experience, and volunteer activities.

### **Additional Information for International Applicants**

The Santa Clara University School of Education and Counseling Psychology welcomes applications from international students. Graduates of regionally accredited American colleges and universities or of recognized, comparable degree-granting institutions abroad are eligible to apply for graduate study.

**Transcripts** Graduates of a non-U.S. university are required to provide officially evaluated and translated copies of all their college transcripts. Official evaluations and translations must be provided to show U.S. bachelor’s degree equivalency, course-by-course evaluation, and final cumulative grade point average. The evaluation and translation must be completed by an agency that is (a) accredited by the National Association of Credential Evaluation Services (NACES); and (b) approved by the Santa Clara University School of Education and Counseling Psychology. A list of approved agencies is available online at [sss.scu.edu/ecp/student-services/International-Students.cfm](http://sss.scu.edu/ecp/student-services/International-Students.cfm).

**Documentation of English Proficiency** The California Commission on Teacher Credentialing

requires all credential candidates to demonstrate high levels of competence in reading, writing, and speaking English. Therefore, all non-native English-speaking applicants—including those who have earned a Bachelor's or Master's degree at a U.S. university—must submit evidence of English language proficiency. A minimum TOEFL (Test of English as a Foreign Language) score of 600 on the paper test or 100 on the internet-based test is the required evidence of English proficiency.