



California State University
SAN MARCOS

School of Education

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTIONS

Admission decisions must comply with Executive Order, Office of Chancellor

EDUCATION SPECIALIST CONCURRENT PROGRAM:

Preliminary Mild to Moderate Support Needs and Extensive Support Needs

**Education Specialist Credentials and Preliminary Multiple Subject
Credential with English Learner (EL) Authorization**

- Bilingual Authorization: Spanish Emphasis – optional
- Internship Options Available for Education Specialist Credentials

THE PROGRAM IS CALIFORNIA COMMISSION ON TEACHER CREDENTIALING (CCTC) APPROVED.

Requirements are subject to state and federal changes in credential law.

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.

Information concerning licensure and credentialing requirements are available from CSUSM CEHHS Student Services, University Hall 221, (760) 750 – 4277

Admission Process

University and School of Education Credential Application Timeline

Semester entering program

Application Period

Fall 2022 entry

October 1st – February 1st

1. Graduation application for Cal State University San Marcos – submitted to the university online at: <https://www.calstate.edu/apply/Teaching-credential>. Complete Personal Information section, Academic History Section, and Supporting Information Section.

2. Transcripts – **One** set of official (unopened) transcripts should be sent directly to the Office of Admissions. Please send transcripts from every college/university attended, even if it was just one course taken years ago.

We cannot emphasize strongly enough how important it is to include each institution when ordering transcripts. You will not be fully admitted to the university or be able to register for courses until all transcripts are submitted and reviewed.

***If you do not yet have a transcript with a BA/BS degree posted, please submit an official transcript for your work completed to date and provide an official transcript when degree is posted. ***

**** It is not necessary to submit transcripts for courses taken at CSUSM****

Transcripts should be sent to:

CSUSM
Office of Admissions
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92069-0001

OR

Electronically sent to transcripts@csusm.edu

Education Specialist Concurrent Program: Multiple Subject Credential and Education Specialist Credentials Program Requirements

1. BACCALAUREATE DEGREE

A Bachelor's degree and all undergraduate academic requirements must be satisfied before entering a teacher education program. A Bachelor's degree is a requirement for teaching certification. Please note: Completion of a Bachelor's degree requires submission of a Graduate application to enroll in Post-baccalaureate or graduate coursework.

2. EXAMINATIONS: BASIC SKILLS AND SUBJECT MATTER COMPETENCY

a) Basic Skills Examination (**CBEST**) – Students must satisfy the Basic Skills requirement prior to admission to the Concurrent Multiple Subject and Education Specialist program. Students are urged to take this examination at the earliest possible time after deciding to pursue a teaching credential. * **For exam options, please see last page in brochure.**

b) CSET: Multiple Subject Examination – All candidates must pass the California Subject Examinations for Teachers (**CSET**): Multiple Subjects prior to admission to the program. Please note: Conditional admission may be considered on a limited basis; however, state program standards prohibit advanced Clinical Practice **OR**

Completion of a commission approved subject matter preparation program. Currently, CSUSM offers a preparation program for liberal studies students.

The examination consists of three (3) subjects:

Subtest I:	Reading Language and Literature; History and Social Science	Test Code 101
Subtest II:	Science; Mathematics	Test Code 214
Subtest III:	Physical Education; Human Development; Visual & Performing Arts	Test Code 103

Information, test preparation and registration for CSET and CBEST available online at <http://www.ctcexams.nesinc.com/>.

Examinee test results will be released electronically at 10:00pm Pacific Time on the score report dates listed in 'Test Dates'. Score reports will be available for 45 days as PDF documents, which you may view, print, and save for your records.

Electronic score reports are provided as PDF documents and are available in two ways:

Test results from website: All candidates can access their score reports online beginning at 10:00pm on the score report date by selecting 'Score Reporting' on the CSET website. Online access to score reports will be available for 45 days following the score report date. There is no limit to the number of times candidates may access their score reports during this period.

Test result by email: Candidates who register online can sign up to receive their score by email. Score report emails will be sent beginning at 5:00pm Pacific Time on the score report date.

All test scores must be reported directly to CSUSM. At the time of Registration, make sure to request your test scores to be reported to CSUSM.

NOTE: DOCUMENTATION OF ALL TEST SCORES MUST BE SUBMITTED WITH THE SUPPLEMENTAL APPLICATION

3. PRE-REQUISITE

Pre-requisites must be completed prior to beginning the program. It is not possible to take the prerequisites concurrently with the professional education sequence courses. All prerequisite courses must be completed with a grade of C+ or better.

- a) **Education 350** – Foundations of Teaching as a Profession. Requires 15 hours of fieldwork
- b) **Education 364** – The Role of Cultural Diversity in Schooling. Requires 15 hours of fieldwork
- c) **Education 422** – Technology Tools for Teaching and Learning. Requires 15 hours of fieldwork

If taken at CSU San Marcos, the above courses must have been completed within seven (7) years prior to beginning the program. If an equivalent course at another college or university has been taken, it must have been completed within five (5) years prior to beginning the program. If you believe you have taken an equivalent course elsewhere, a course equivalency request form and course syllabus must be submitted to the CEHHS Student Services Office for approval.

*We only accept equivalent courses for EDUC 350

The course equivalency form can be found here:

<https://www.csusm.edu/soe/current/index.html>

Applying for the Pre-requisites through Extended Learning:

- <https://www.csusm.edu/el/>
- Courses
- Credit Courses
- Semester Term (means courses are available for registration)

4. CERTIFICATE OF CLEARNACE

Students must apply for a Certificate of Clearance during the admission process and must possess the clearance prior to entering a K-12 classroom or beginning the program. Instructions on applying for a Certificate of Clearance may be found at: <https://www.csusm.edu/soe/current/index.html>.

A valid Emergency Permit will be accepted in lieu of a Certificate of Clearance. Expired Emergency Permits are not acceptable.

5. TUBERCULIN RISK ASSESSMENT

The tuberculin risk assessment certificate must be on file in the CEHHS Student Services before beginning the program. The clearance may be obtained at a private physician's office, the Country Health Department or the CSU San Marcos Student Health Center. TB Risk Assessment Certificate of Completion form are available in the Student Services Office in University Hall, room 221.

OR online a <https://www.csusm.edu/soe/current/index.html>

6. TWO LETTERS OF RECOMMENDATION

Students must submit two current letters of recommendation preferable on official letterhead from faculty or others who are knowledgeable about the student's personal qualities and potential. It is highly recommended that one letter be written by a public-school teacher or administrator.

7. INTERVIEW(S), INCLUDING WRITING SAMPLE

The interview process may include an individual interview, a group interview, and on-site submission of a writing sample from prompt. Interviews for qualified candidates are conducted by program coordinators, faculty, and public school teachers and administrators. Candidates will be notified by email to make arrangements for the interview(s) after the application deadline.



If you have a disability and will need reasonable accommodations to take part in the interview and/or admissions process for an academic program within the School of Education, please contact Office or Disability Support Services at (760)750-4905 or by email at dss@csusm.edu

PROGRAM CO-REQUISITES

Co-requisites must be completed before or during the program and are required before recommendation of initial credential.

1. U.S. Constitution Requirement

Knowledge of the U.S. Constitution demonstrated by completion of a two-semester unit college-level course or a college-level examination. You can test out of this requirement by taking either of these two exams: <http://www.usconstitutionexam.com/> or <https://extension.ucsd.edu/courses-and-programs/u-s-constitution-preparation-course-and-examination>

if you are a CSU graduate, you have fulfilled the Constitution requirement.

**Please refer to the second to last page of this brochure for options to fulfill the Constitution requirement.

2. Health Education Requirements

a) Prior to issuance of an initial credential, a health course must be completed which covers:

- Nutrition
- Physiological and sociological effects of abuse of alcohol, narcotics and drugs
- Use of tobacco

**Please refer to the second to last page of this brochure for options to fulfill the health education requirements.

b) You must also have valid CPR training that covers Infant, Child, and Adult

RICA Requirement:

The California Commission on Teacher Credentialing requires passing the Reading Instruction Competence Assessment (RICA). Passing one of two components of RICA, either a comprehensive examination or a performance assessment, is a requirement for the initial issuance of a Multiple Subject Credential. The assessment cannot be taken until you have completed EDMS 521 and EDMS 522 which is part of the credential program.

Program of Study

Concurrent candidates receive the Multiple Subject and one or both of the Preliminary Education Specialist Credentials: Mild to Moderate Support Needs and Extensive Support Needs. The Authorization to Teach English Learners is met through coursework and clinical experiences. A bilingual emphasis may be added to the Multiple Subject Credential for qualified candidates. Internship options are available for the Preliminary Education Specialist Credentials.

The Multiple Subject Credential authorizes instruction of students in grade K through 8. The Preliminary Education Specialist Instruction Credential authorize the provision of instruction to students in grade K through 12 and adults (through age 22) with identified disabilities. The Mild to Moderate Support Needs Education Specialist Credential authorizes instruction of students with mild to moderate support needs with a primary disability of Autism Spectrum Disorder, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment (e.g. Attention Deficit Disorder), Specific Learning Disability, or Traumatic Brain Injury. The Extensive Support Needs Education Specialist Credential authorizes instruction of students with extensive support needs with a primary disability of Autism Spectrum Disorder, Deaf-Blindness, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment (e.g. Attention Deficit Disorder), Specific Learning Disability, or Traumatic Brain Injury. All credentials authorize instruction of English learnings.

Concurrent candidates may complete coursework and clinical practice for the Multiple Subject and one or both of the Preliminary Education Specialist Credentials (Mild to Moderate Support Needs and Extensive Support Needs). Candidates who successfully complete all of the Concurrent Multiple Subject courses and both Concurrent Multiple Subject Clinical Practice experiences, the RICA and TPA assessments, and other credentialing requirements may be awarded the Multiple Subject Credential and apply for admission to the Master or Arts in Special Education to complete remaining Education Specialist courses and clinical practice experiences as master's candidates. See the [Master of Arts in Special Education](#) Preliminary Preparation program description for admissions requirements, and courses and clinical practice that may be applied toward the master's degree.

Please review the [Specialist Education Program Pathways](#) form to determine your pathway and timeline. You will be completing a program of study form when you are accepted into the program. It can be found at: <https://www.csusm.edu/soe/prospectivestudents/sped.html>.

Year One

Fall Semester (Focus on Multiple Subject Credential)

- EDMX 511 *Elementary Teaching and Learning for Education Specialist I* | Units: 3
- EDMX 521 *Elementary Literacy for Education Specialist* | Units: 3
- EDMX 543 *Mathematics Education in Inclusive Classroom* | Units: 3
- EDMX 555 *Elementary Multilingual Education* | Units: 3
- EDMX 570 *Clinical Practice Multiple Subject* | Units: 6
- EDUC 590A *CalTPA Performance Cycle* | Units: 1
- Breath of Experience Requirement

Spring Semester (Focus on Multiple Subject Credential + 1 SPED 600 level courses)

- EDMX 512 *Elementary Teaching and Learning for Education Specialist II* | Units: 3
- EDMS 544 *Social Studies Education in Elementary Schools* | Units: 3
- EDMS 545 *Elementary Science Education* | Units: 3
- EDMX 622 *Literacy for Education Specialist* | Units: 4
- EDUC 590B *CalTPA Performance Cycle II* | Units: 1
- EDMX 571 *Clinical Practice Multiple Subject* | Units: 7

Year Two

Fall Semester (Education Specialist Credentials – MMSN and ESN)

- EDMX 630 *Diverse Learners with Disabilities and Their Families* | Units: 3
- EDMX 627 *Assessment for Planning and Instruction* | Units: 3
- EDMX 631 *Foundations in Law, Ethics, and Productions of Specialist Education* | Units: 3
- EDMX 633 *Creating Accessible Learning Environments* | Units: 3
- EDMX 575 *Transition Development Plan Seminar* | Units: 2 (needed for MMSN)
- EDMX 572 *Education Specialist – Clinical Practice: Special Education Setting* | Units: 7 (needed for MMSN)
- Internship Options available for both MMSN and ESN

Spring Semester (Focus on Education Specialist Credential – MMSN and ESN and Begin MA in SPED)

- EDMX 632 *Instructional and Assistive Technology* | Units: 3
- EDMX 635 *Curriculum and Instruction for Students with Extensive Support Needs* | Units: 4 (needed for ESN)
- EDMX 636 *Communication and Positive Behavioral Support* | Units: 4 (needed for ESN)
- EDMX 573 *Education Specialist – Clinical Practice: Extensive Support Needs* | Units: 7 (needed for ESN)
- EDUC 622 *Research Methods in Education* | Units: 3 (for those seeking MA in SPED)
- Internship Options available for both MMSN and ESN

Year Three

Fall Semester (Finish MA and any remaining requirements)

- EDEX 602 *Culturally Proficient Schooling in Inclusive Environment* | Units: 3
- EDUC 698 *Culminating Experience Thesis/Project* | Units: 3

BILINGUAL Authorization: Spanish Emphasis

The authorization is a program offered in for those individual wishing to provide primary language instruction to second language learners. This program is designed to provide credential candidates with primary and second language theory, curricula, instructional strategies and methodology and is specially designed to instruct students in both their native language and in English language development across the content core curricula. The SOE offers coursework and field experiences which will qualify candidates with the requisite skills, knowledge and disposition to design, implement, and teach in biliteracy and other primary language programs.

Bilingual Authorization in Spanish – Students should sign up for the CSET/LOTE III – Spanish Language and Communication exam at <http://www.ctcexams.nesinc.com/>.

There are three (3) requirements to be recommended for the Bilingual Authorization: Spanish Emphasis

1. Candidates must demonstrate the equivalent to a Foreign Services Institute level of at least three (3) in the language and culture of emphasis no more than three years prior to entering the credential program. The candidate is responsible for scheduling the CSET/LOTE III – Spanish Language and Communication exam at <https://www.ctcexams.nesinc.com/>.
2. At least one student teaching placement will be in a biliteracy or other primary language program.
3. Coursework must be successfully completed.

PLEASE NOTE: Bilingual Authorization Clinical Practice placement must be completed during the credential program. The CSET/LOT III – Spanish Language and Communication exam and coursework must be completed prior to recommendation for BLA authorization. Part III (3 units) during the program.

Additional Coursework required for the bilingual authorization

EDMS 653 *Biliteracy Education Part I* – Taken one night a week during the first semester | Units: 3

EDMS 654 *Biliteracy Education Part II* – Taken one night a week during the second semester | Units: 3

EDMS 573 *Clinical Practice in a bilingual/ELD Setting* – Taken either the first or second semester of clinical practice

Education Specialist Internship Program leading to a Preliminary Mild to Moderate and Extensive Support Needs Education Specialist Credential

Internship Partnership with School Districts

Internship agreements are in place with many school districts in San Diego County. You must first meet the requirements to be an intern. Then you can apply to approved schools/districts for internship opportunities. A candidate without a California English Learner Authorization (CTEL) on basic credential must pass the CTEL examination or successfully complete a CTEL program at another institution prior to becoming an intern.

Please note: There may be additional requirements for out of state and foreign trained teachers. Please refer to the Commission on Teacher Credentialing web site at <https://www.ctc.ca.gov/> or the School of Education Student Services Center for more information.

INTERNSHIP CREDENTIAL ELIGIBILITY REQUIREMENTS

Eligibility for intern teaching in this program including the following:

- Valid California basic (Multiple or Single Subject) teaching credential
- Bachelor's Degree as evidenced by official transcripts verifying awarding of Bachelor's degree
- Completed U.S. Constitution requirement
- Basic Skills Examination
- Subject Matter Competency
- Tuberculin Risk Assessment
- California Authorization to Instruct English Learners
- Continuous enrollment and successful progress in program coursework and Education Specialist Teaching Performance Expectations. Failure to enroll in coursework without prior consultation and approve from the College of Education, Health and Human Services Student Services and program coordinator may lead to cancellation of the internship credential.

Additional Internship Courses:

EDMX 671

Education Specialist Mild to Moderate Support Needs Intern I (Fall) | Units: 7

EDMX 672

Education Specialist Mild to Moderate Support Needs Intern II (Spring) | Units: 7

EDMX 673

Education Specialist Extensive Support Needs Interns I (Fall) | Units: 7

EDMX 674

Education Specialist Extensive Support Needs Interns II (Spring) | Units: 7

Students who plan to pursue the Master of Arts in Special Education must re-apply to the University as a Graduate students AND notify the CEHHS Student Services

<u>EDEX 602 (Fall only)</u>	3
Culturally Proficient Inclusive Schooling in a Pluralistic Society	
<u>EDUC 622 (Spring only)</u>	3
Research Methods in Education	
<u>EDUC 698</u>	3
Master's Thesis/Project	

Candidates enrolled in the Concurrent program are expected to complete both the Multiple Subject and Education Specialist credential requirements in order to be recommended to the CTC. Please note that due to periodic changes in legislation, candidates who do not complete either program may be subject to additional or new program requirements upon readmission. Candidates absent from the program for 5 or more years may be subject to program review and approval by the School of Education.

Teaching Performance Expectations (TPE) and Teacher Performance Assessments (TPA):

All candidates entering programs that result in the issuance of Multiple or Single Subject credentials must pass all TPAs before an online recommendation for the credential can be submitted to the Commission on Teacher Credential (CTC) by the CEHHS Student Services

All candidates entering programs that result in the issuance of a Preliminary Education Specialist credential must demonstrate satisfactory performance through coursework and verified clinical practice on the full range of Preliminary Education Specialist TPE's and develop a written individualized Development Plan for use in the candidate's Clear credential program.

Clear Credentials:

All teachers holding Preliminary Education Specialist Credentials must clear the credentials within five years of credential issuance by obtaining a Clear Education Specialist Instruction Credential. As essential requirement to clear the credential is the development of a written individualized Induction Plan (IIP) of supported induction and job related advanced professional preparation approved and signed by the clear credential candidate, an employer designee, and a CTC approved clear credential program sponsor (e.g., district, BTSA program, university, country office of education). See the CTC website (<https://www.ctc.ca.gov/>) for currently approved credential sponsors. The IIP must be written to clear all general and special education preliminary credentials held, may include up to 12 semester units of university coursework, and must be developed within 60 days of employment. Preliminary Education Specialist credential holders not employed in a school setting may complete the clear credential requirements if the parties signing the IIP agree to a setting and professional development activities that allow demonstration of effective teaching to clear all preliminary credential held.

Some programs are available to clear both the Education Specialist and Multiple Subject credentials.

Please note: CSUSM does not offer a Clear program for a Preliminary Education Specialist Credentials or the Multiple Subject Credential.

Grading Policy:

All courses, except Clinical Practice (student teaching) are graded A, B, C, D, F. Credit/No Credit (CR/NC) is given for Clinical Practice (student teaching). The minimum acceptable final grade for the courses is the professional education sequence, including prerequisite courses C+ (2.3 GPA), but a B (3.0 GPA) average must be maintained. A student must have a cumulative grade point average (GPA) of at least 2.50 GPA to be accepted into the credential program offered at CSU San Marcos. If you do not have the required 2.50 GPA, conditional admission may be considered on a limited basis.

Requirements

Technology Requirement – Prerequisite Competencies Required to Enroll in EDUC 422

EDUC 422 is a prerequisite requirement to entering a teacher preparation program. Prerequisite skills are required before enrollment in EDUC 422. These prerequisite skills should include at a minimum the following:

- An understanding of basic computer concepts and terminology
- An understanding of software-ethics issues and concerns in today's society, and virus protection and prevention
- The ability to use a word processing application
- The ability to use a spreadsheet application
- An understanding of the Internet, browsers and e-mail

EDUC 422 may be taken as a 3-unit course, or in three 1-unit sections

EDUC 422 specifically addresses:

- Part A – Technology Basics
- Part B – Technology Tools for Learning
- Part C – Introduction to Electronic Portfolio

Health Requirement

The following are courses that meet this requirement:

- PE 201 or PE 203 or KINE 306 at CSUSM – 3 units
- HEALTH 100 at Palomar College – 3 units
- HEALTH 195 at San Diego Mesa College – 1 unit – available online
- HEALTH 121 at MT. San Jacinto College – 3 units
- HEALTH 101 at Southwestern College – 3 units
- HEALTH 101 or 101A at MiraCosta College – 3 units – (101A) available online
- HED 105 at Grossmont (Cuyamaca) College – 3 units
- EDUC 30057 at UCSD Extension – 1.5 units

**** All credential students must have valid CPR training covering Infant, Child, and Adult for recommendation of initial credential ****

U.S. Constitution Courses and Exams

Note: If you are a graduate from a CSU campus, you have already met this requirement.

Cal State University San Marcos

Graduation guarantees meeting the Constitution

Palomar College

History 101 or Political Science 101

Mira Costa College

History 110 OR History 145 or Political Science 102

Notre Dame de Namur University Online Exam

<http://www.usconstitutionexam.com>

UCSD Extension

<https://extension.ucsd.edu/courses-and-programs/u-s-constitution-preparation-course-and-examination>

Options for Meeting the Basic Skills Requirement

Individuals may satisfy the basic skill requirement by one of the following methods:

1. Pass the CBEST

Individuals only need to pass The California Basic Education Skills Tests (CBEST) once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections – reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. For more information, see CTC – Exam website.

2. Pass the CSET: Multiple Subjects Plus Writing Skills Examination

The California Subject Examinations for Teaching (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills. Passage of the CSET: Writing Skills examination (test #142) can be added to passage of the CSET: Multiple Subjects Examination (subtests #101, 214 & 103) to meet the basic skills requirements. Passing exam scores used to meet the basic skills requirement remain valid indefinitely. For more information, see CTC – Exam website.

3. Pass the CSU Early Assessment Program or the CSU Placement Examinations

Passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. See Coded Correspondence 09-03 for additional information. Passing exam scores remain valid indefinitely for the purpose of meeting the basic skills requirement. See appendix table 1 for passing scores.

4. Achieve Qualifying Score on the SAT or ACT

Previously, individuals have earned a score of 500 or higher on the Critical Reading (previously Verbal) section on the SAT exam combined with a score of 550 or higher on the SAT Mathematics exam are determined to have met the basic skills requirements.

A restructuring of the SAT Suite of Assessments has adjusted the qualifying scores on the revised Evidence – Based Reading and Writing and Mathematics examinations required to meet the basic skills requirements. The new scores listed have been deemed by the College Board as equivalence to the scores shown for the examinations as administered prior to this revision. See appendix table below.

An individual having earned a score of 22 or higher on the ACT English exam combined with a score of 23 or higher on the ACT Mathematics exam is determined to have met the basic skills requirement. See appendix table below.

EXAMINATION	MATH	ENGLISH
College Board SAT (taken before March 2016)	550	500 (Critical Reading or Verbal)
College Board SAT (taken after March 2016)	570	560 (Evidence-Based Reading and Writing)
(ACT)	23	22

College Board Advanced Placement (AP) Examinations

As noted in Coded Correspondence 15-03, students who achieve a score of 3 or higher on the College Board AP English exam and AP Calculus or AP statistics exam may also use exam scores to meet the basic skills requirement. See appendix table 5 for how the scores may be applied.

EXAMINATION	MATH	ENGLISH
College Board Advanced Placement Examinations	Score of 3 or above on one of the following: AP Calculus AB AP Calculus BC AP Statistics	Score of 3 or above on one of the following: AP English Language and Composition AP English Literature and Composition

5. Pass a Basic Skills Examination from Another State

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examinations must be submitted with the application packet. There is no recency requirement for the date the examination was passed.

6. Meet the Basic Skills Requirement by Coursework

Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program or submitted with their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally accredited college or university for credit, passing with a grade of B- or better, Pass, or Credit, be at least 3 semester units (or 4.5 quarter units), and be degree applicable. Degree applicable means that the course is non-remedial and could be applied towards the undergraduate requirements of a Bachelor's degree or for an Associate's degree, or is transferred to a four year institution. This can include community college coursework (whether used for transfer or not). Qualifying coursework does not include professional development or continuing education units or in-service training or workshop. Qualifying coursework includes the following:

- For reading proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
- For writing proficiency: a course in composition, English, rhetoric, writing communication, or writing.
- For mathematics proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined.

7. Meet the Basic Skills Requirement by Coursework and Exam

The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. This qualifying coursework must meet the requirement as describe above in item number 7. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable.



California State University SAN MARCOS

STUDENT VERIFICATION OF BASIC SKILLS REQUIREMENT REQUEST

How to submit your request: If you believe you have fulfilled the basic skills requirement with coursework and/or exams, please visit our online form at

<https://calstatesanmarcos.wufoo.com/forms/student-verification-of-basic-skills-requirement/>

Please know you will also need to attach and submit ALL unofficial college transcripts along with the online request form. This includes CSUSM unofficial transcripts.

Steps within this process: First, submit the Student Verification of Basic Skills Requirement Request form online at <https://calstatesanmarcos.wufoo.com/forms/student-verification-of-basic-skills-requirement/> for review. If approved, you will receive a SIGNED APPROVED form via email which you must then submit within your Cal State Apply application in the “Documents” tab under, “Basic Skills Requirement”. If not approved, you will receive an email explaining the review results.

*Please note: if you submit SAT or ACT scores you will need to send official scores to the Student Services Credential Office.

Student Services,
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096

Upon receipt of this student verification form, a formal evaluation will be completed to verify that the Basic Skills Requirement has been met. You may be asked to provide course descriptions and or letters from department chairs, or the Office of the Registrar. Upon verifying that you have met the Basic Skills Requirement, you will receive a copy of the official evaluation, called a 41-BSR form, which will be submitted to the Commission on Teacher Credentialing when you are recommended for your credential. It is very important that you retain this document for future use.