



California State University  
SAN MARCOS

## School of Education

### ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTIONS

Admission decisions must comply with Executive Order, Office of Chancellor

## Fall 2022 Credential Program Admissions Requirements

### Multiple Subject, Concurrent Multiple Subject/Education Specialist, Middle Level, Single Subject Programs

- 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

Fall 2022 entry

#### Application Period

October 1<sup>st</sup> – February 1<sup>st</sup>

**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](mailto:transcripts@csusm.edu)

**Multiple Subject - Tyona Hunter:** [thunter@csusm.edu](mailto:thunter@csusm.edu) / (760)750-8548

**Single/Middle/Concurrent - Christina Vejar:** [cvejar@csusm.edu](mailto:cvejar@csusm.edu) / (760)750-7545

## Multiple Subject Credential 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 Multiple Subject Teaching Credential 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 (student teaching until **CSET**: Multiple Subject is passed.

#### **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**

# Middle Level Credential 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 Middle Level Teaching Credential 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 Single Subject Examination – A CSET examination in at least one core content area (English/Language Art, Mathematics, Social Science/History, or Science) must be passed prior to admission to the Middle Level credential program. Please call (760) 750 – 4277 for further information or refer to Table 1 of this brochure.

c) CSET Multiple Subject Examination – All candidates must pass the California Subject Examinations for Teachers (**CSET**): Multiple Subjects prior to admission to the program. 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

### **OR**

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

*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**

# Single Subject Credential 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 Single Subject Teaching Credential 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 SUBJECT MATTER COMPETENCY – Single Subject Credential program students must obtain certification to teach departmentally in subject area.

There are two options currently available:

- State-approved examinations in a single subject content area. Refer to Table 1 of this brochure for information on CSET Single Subject examination. The CSET examination must be passed prior to admission to the Single Subject credential program. Please call (76) 750-4277 for further information.
- Completion of a commission-approved subject matter preparation program. Single Subject candidates may have the option to take undergraduate coursework in lieu of examination. Currently, CSUSM offers a preparation program in Mathematics and History.

*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**

# 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**

**TABLE 1 – CSET Single Subject Examinations for California Teaching Credentials**

This table lists the specific test requirements for the subject areas of American Sign Language, English, Mathematics, Science, Social Science and Spanish. It is designed to guide you in determining the specific subtests for which you should register. All subtests within an area must be passes to satisfy the subject matter competence requirement in the area. To register, for additional details and the most up-to-date information, please visit the CSET/SSAT web site at <http://www.ctcexams.nesinc.com/>.

Single Subject Teaching Credential Area	Test Requirements	Test code
<b>ENGLISH</b>	<b>English</b>	
	Subtest I: Literature and Textual Analysis; Composition and Rhetoric	105
	Subtest II: Language, Linguistics, and Literacy	106
	Subtest III: Composition and Rhetoric; Literature and Textual Analysis	107
	Subtest IV: Communications: Speech, Media, and Creative Performance	108
<b>MATHEMATICS</b>	<b>Mathematics</b>	
	Subtest I: Algebra; Number Theory	110
	Subtest II: Geometry; Probability and Statistics	111
	Subtest III: Calculus: History of Mathematics	112
<b>MATHEMATICS: FOUNDATIONAL LEVEL **</b>	<b>Mathematics</b>	
	Subtest I: Algebra; Number Theory	110
	Subtest II: Geometry; Probability and Statistics	111
<b>PHYSICAL EDUCATION</b>	<b>Physical Education</b>	
	Subtest I: Growth, Motor Development, and Motor Learning	129
	Subtest II: The Sociology and Psychology of Human Movement	130
	Subtest III: Professional Foundation: Integration of Concepts	131
<b>SCIENCE-FOUNDATIONAL LEVEL*</b>	<b>General Science</b>	
	Subtest I: General Science *	215
<b>SCIENCE: BIOLOGICAL SCIENCES</b>	<b>Biology/Life Science</b>	
	Subtest I: General Science	215
	Subtest II: Biology/Life Science	217
<b>SCIENCE: CHEMISTRY</b>	<b>Chemistry</b>	
	Subtest I: General Science *	215
	Subtest II: Chemistry	218
<b>SCIENCE: GEOSCIENCES</b>	<b>Earth and Planetary Science</b>	
	Subtest I: General Science *	215
	Subtest II: Earth and Planetary Science	219
<b>SCIENCE: PHYSICS</b>	<b>Physics</b>	
	Subtest I: General Science*	218
	Subtest II: Physics	220
<b>SOCIAL SCIENCE</b>	<b>Social Science</b>	
	Subtest I: World History; World Geography	114
	Subtest II: U.S. History; U.S. Geography	115
	Subtest III: Civics; Economics; California History	116
<b>SPANISH</b>	<b>Spanish</b>	
	Subtest I: General Linguistics	145
	Subtest II: Literary and Cultural Texts and Traditions	146
	Subtest III: Language and Communication – Listening Comprehension, Reading Comprehension, Written Expression, and Oral Expression	147

\*Science Subtest I: General Science: astronomy; dynamic Processes of the Earth; Earth Resources; Waves; Forces and Motion; Electricity and Magnetism

\* Science Subtest II: General Science: Ecology; Genetics and evolution; Molecular Biology and Biochemistry; Cell and Organismal Biology; Heat Transfer and Thermodynamics; Structure and Properties of Matter.

\*\*Foundational Level Mathematics authorizes the teaching of K-12 public school math students: General mathematics, algebra, geometry, probability and statistics and consumer mathematics. The teaching of Advanced Placement (AP) courses is not authorized by this credential.

### 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](mailto:dss@csusm.edu)



## 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.



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## STUDENT VERIFICATION OF BASIC SKILLS REQUIREMENT REQUEST

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**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.