MSCP STUDENT TEACHING APPLICATION INSTRUCTIONS

STEP 1: Complete Necessary Forms and Gather Required Documents. Assemble TWO Complete Packets.

Complete:
☐ Student Teaching Application
☐ Credential Center Evaluation Request form
☐ MSCP Student Teacher Applicant Agreement
☐ Student Teacher Placement Information

Gather:
☐ 1 Original Documentation of Basic Skills Requirement
☐ 2 copies of Proof of Basic Skills (CBEST scores, ACT score, etc.)
☐ 2 copies of official passing CSET Scores or proof of ESM Waiver (CSULB Liberal Studies students, ITEP and BA, must request an Elementary Subject Matter Waiver Evaluation through the Liberal Studies Department PRIOR to applying for student teaching.)
☐ Bilingual Authorization students – 2 copies of official passing BILA CSET scores, if applicable.
☐ 2 copies of CTC website printout of Certificate of Clearance or 30-Day Sub Permit
☐ 1 copy of Valid TB Test
☐ 1 copy of current CSULB unofficial transcripts from MyCSULB with the following courses highlighted:
  o Post-Bac Students: EDEL 380, EDSP 303, EDEL 413, EDEL 431, EDEL 442, EDEL 452, EDEL 462, EDEL 472, SCED 475
  o ITEP Students: EDEL 100, EDEL 200, EDSP 355A, H SC 411A, KIN 476, ED P 301, EDEL 300, EDEL 442, EDEL 452, EDEL 462, EDEL 472, SCED 475
  Highlight them even if they are in progress. If you are taking any of these courses in summer/winter, please note this on your transcripts.
☐ $25 – Credit card receipt: https://commerce.cashnet.com/csulbcedcredentials, cash (exact change), or check/money order/cashier’s check payable to “CSULB” (fee is non-refundable)
☐ Valid CPR verification - must provide a valid copy of infant, child and adult CPR Certification (course must have a hands-on classroom instruction component)

Assemble:
Packet 1
☐ Student Teaching Application
☐ MSCP Student Teacher Applicant Agreement
☐ Student Teacher Placement Information
☐ Copy of TB Test or Chest X-ray Verification
☐ CTC Website printout of valid Certificate of Clearance or valid Emergency Permit showing issuance/expiration dates and document number.
☐ Basic Skills Requirement – Proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
☐ Copy of official passing CSET (101,102,103) scores if applicable
☐ Printout of current MyCSULB unofficial transcripts with credential coursework highlighted.
☐ Bilingual Authorization students – Copy of official passing BILA CSET scores, if applicable.

Packet 2
☐ Credential Center Evaluation Request
☐ $25 – Credit card receipt: https://commerce.cashnet.com/csulbcedcredentials, cash (exact change), or check/money order/cashier’s check payable to “CSULB” (fee is non-refundable)
☐ Website printout of valid Certificate of Clearance or valid Emergency Permit showing issuance/expiration dates and document number.
☐ Basic Skills Requirement – Official Proof of satisfying Basic Skills (CBEST scores or proof of CTC approved alternative)
☐ Copy of official passing CSET (101,214,103) scores if applicable
☐ Valid CPR verification - must provide a valid copy of infant, child and adult CPR Certification (course must have a hands-on classroom instruction component)
☐ Copy of official passing RICA scores, if passed - needed prior to completing your credential.
☐ Bilingual Authorization students – Copy of official passing BILA CSET scores, if applicable.

STEP 2: Submit Packet 1 to the Teacher Preparation Advising Center in EED-67. When you submit your complete packet to TPAC you will receive two receipts. One is your copy, one is to be submitted with Packet 2 in step 3.

STEP 3: Submit Packet 2 and the receipt from Step 2 to the Credential Center in EED-42