

SINGLE SUBJECT CREDENTIAL PROGRAM

Student Teaching Application Detail Checklist and Tips

Use the checklist below to help you organize your digital student teaching application packet. All the items listed below should be submitted as your “Student Teaching Application” to the SSCP Student Teaching Application One Drive file link provided on the SSCP website. Make sure that each file is named as listed below. See page 2 for instructions and tips on how to upload your files and how to use DocuSign.

Step 1: Fill out the [Student Teaching Application via DocuSign](#). Be sure to include your Subject Area Advisors name and email address so that they will receive your application for review and approval.

You will be required to attach the following items to the bottom of your DocuSign Student Teaching Application prior to submitting it:

- Official Proof of Basic Skills Requirement,
- MyCSULB unofficial transcript
- Passing CSET scores, if applicable
- Unofficial copies of all other university transcripts IF you satisfied subject matter competency via coursework.

Once submitted, DocuSign will forward your application, transcripts, CSET scores, if applicable, and your proof of Basic Skills to your Subject Area Advisor for review and approval. Once they approve and sign your application, it will be sent back to you. Download your complete application and all the attachments and save it as *1-Student Teaching Application*. We DO NOT receive your application through DocuSign so you must download it and then upload it to the Student Teaching Application One Drive file.

Step 2: Complete and Save the following items for preparation to upload to the SSCP Student Teaching Application One Drive File:

<input type="checkbox"/> Credential Center Evaluation Request form via DocuSign - Once completed, download the document and save it as <i>2-Evaluation Request</i>
<input type="checkbox"/> \$25 Credit Card receipt: https://commerce.cashnet.com/csulbcdcredentials , Take a screen shot of the receipt and save it as <i>3-Payment Receipt</i>
<input type="checkbox"/> Proof of Certificate of Clearance or 30 Day Sub Permit. Take a screen shot from the CTC website and save it as <i>4-CTC Clearance</i>
<input type="checkbox"/> Proof of Basic Skills (CBEST scores, SAT scores, ACT scores, etc.) - Save as <i>5-Basic Skills</i>
<input type="checkbox"/> Subject Matter Competency - Copy of official CSET scores or Official Verification of Subject Matter Competency if met at university other than CSULB. If you completed your subject matter competency requirement at CSULB, you do not need to upload anything for this requirement. It will be verified by your subject area advisor. - Save as <i>6-Subject Matter</i>
<input type="checkbox"/> Valid TB Test - Save as <i>7-TB Test</i>
<input type="checkbox"/> Proof of Valid CPR – must provide a valid copy of infant, child and adult CPR Certification. Required program to recommendation of credential – Save as <i>8-CPR</i>



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(562) 985-1105

EED-67

Ced-tpac@csulb.edu

STUDENT TEACHING APPLICATION

Deadlines for submission are firm: Fall – March 15; Spring – October 1

Applications must be signed by the Subject Area Advisor and submitted with supporting documents by the appropriate deadline.

Campus ID #: _____ Subject Area: _____

Name: _____
 (Last) (First) (Other names used that may be in records)

Address: _____
 (Street) (City/State) (Zip)

Phone: _____

CSULB Email: _____@student.csulb.edu Alt Email: _____

Do you have a relative that works in or attends a local school district? Yes No

If Yes, which district and school? _____

I am applying to student teach in the following term (check box and write in the appropriate year):

Fall _____ (Year) Spring _____ (Year)

File Uploads:

Proof of Basic Skills	CSULB Unofficial Transcripts	CSET Scores or Additional transcripts to Verify Subject Matter
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To the Applicant: Submission of this application does not guarantee acceptance to student teaching. During the semester of application, the candidate's file is reviewed to ensure that all program requirements are met and the candidate's readiness for student teaching is assessed. Official notification is made later in the semester. Candidates who wish to do an internship or use employment for student teaching must consult with their Subject Area Advisor and the Teacher Preparation Advising Center. Additional paperwork must be filed for both of these options. Please note that if the program is impacted, a priority system will be used and some assignments may be postponed one or two semesters. Candidates should notify their Subject Area Advisor and the Teacher Preparation Advising Center immediately if they must withdraw their application for any reason (See SSCP Withdrawal Policy for more information). Students who are not recommended for advancement to student teaching have the right to petition.

I have read and understand the above paragraph as well as all the information listed on the SSCP website regarding student teaching and the requirements to advance to student teaching. I have read or will read the Student Teaching Candidate Handbook prior to beginning my student teaching semester. I also understand that if I am not currently matriculated or am graduating with a degree (bachelor's or master's) prior to beginning student teaching, I must reapply to the university online at www.calstate.edu/apply by the appropriate deadline. Student teaching cannot be done through Open University.

 (Signature of Candidate)

 (Date)

To the Subject Area Advisor:

The candidate above has been evaluated and has met or will meet subject matter competency via SMPP or the CSET.

Remaining Subject Matter Courses:

I Recommend/ Do Not Recommend the above candidate for student teaching.

 (Signature of Subject Area Advisor)

 (Date)