

## MULTIPLE SUBJECT CREDENTIAL PROGRAM

# Application Detail Checklist and Information

We are excited to hear about your intent to apply to the Multiple Subject Credential Program at CSULB. To be eligible for admission, candidates must first have the pre-requisite courses completed or in progress at the time of submission of a program application. Candidates that are seeking a course equivalency for a pre-requisite course, must have it approved BEFORE submission of the program application. Use the checklist below to help you organize your digital application packet. All the items listed below should be uploaded as the “application packet” to the MSCP Application One Drive file link provided below. Make sure that each file is named as listed below. Candidates do NOT need to include their name in the file name as One Drive will add it for you. Each candidate should upload no more than 6 documents to the MSCP Application One Drive file. Incomplete applications will not be accepted.

**Use the checklist below to organize your digital application packet and name your files appropriately:**

- 1-MSCP Application** (The application, pages 1-4, is to be completed and signed via DocuSign. Attach your Personal Statement, and unofficial transcripts from each institution you have ever attended and then download as ONE PDF and saved as “1-MSCP Application” before uploading to the MSCP Application One Drive File.)
  - Personal Statement – 1-2 Pages Types, double space. Describe why you have chosen teaching as a career, what you hope to accomplish as a teacher and how you view the role of the teacher.
  - Unofficial Transcripts – Attach Unofficial Transcripts from EACH institution you have attended, including CSULB.
- 2-TB Test** – Skin Tests, Risk Assessments and Blood Tests are valid for 4 years and Chest x-rays are valid for 8 years. Verification must show the date read and results (negative). Scan and save as “2-TB Test” then upload to MSCP Application One Drive file.
- 3- Basic Skills Requirement** – Official proof of the Basic Skills Requirement (CSET, CSET Writing, SAT, ACT, AP Scores, etc.) Click on Basic Skill Requirement in the navigation menu for more information on available options. \*\*\*For Summer/Fall 2021 admission, candidates using the CBEST to meet the Basic Skills Requirement that have not been able to secure an exam date may upload proof of registration to be considered for program admission.
- 4-Subject Matter Competence** (NOT Required for ITEP Applicants) – Proof of passage of the CSET exam or completion of an Elementary Subject Matter Preparation Program. \*\*\*For Summer/Fall 2021 admission, candidates that have been unable to secure a test date for the CSET exam may submit proof of registration for all three subtests of the CSET exam to be considered for program admission. Save proof of subject matter as “4-Subject Matter Competency” and upload the MSCP Application One Drive
- 5-CTC Clearance** - Take a Screen shot of your Certificate of Clearance, 30 Day Sub Permit, Child Development Permit or Activity Supervisor Permit from the CTC website showing Document Number and Expiration Date. Save the Screen Shot as “5-CTC Clearance” and then upload to the MSCP Application One Drive file.

- Confidential Applicant Recommendation Form** from individuals who are familiar with the candidate's abilities and dispositions in a professional setting. (Candidates will submit the name and email address for their recommender, by clicking the link provided on the MSCP Admission Website. The Teacher Preparation Advising Center will send a Confidential Recommendation form to you recommender via email and then will add the recommendation form to the candidates file once they are submitted. Let your recommender know they will receive an email from [dse\\_NA3@docusign.net](mailto:dse_NA3@docusign.net) with your Recommendation form to complete.
- EDEL 380/200 Final Fieldwork Evaluation or 2<sup>nd</sup> Confidential Applicant Recommendation Form** - Candidates that completed the 45 hours of fieldwork in EDEL 380/200 may submit the Final Fieldwork Evaluation. Candidates that were not able to complete the 45 hours of Fieldwork or that receive a Fieldwork Wavier or Course Equivalency for EDEL 380/200 should submit a 2<sup>nd</sup> name and email address for a 2<sup>nd</sup> Confidential. If uploading Final Fieldwork Evaluation, save as "6-FW Evaluation"
- Faculty Interview Report – Sign up for a Faculty Interview with TPAC if you have not yet completed an MSCP interview with the last 2 years.

## **PLEASE KEEP COPIES OF ALL OF THE ABOVE DOCUMENTS FOR YOUR OWN RECORDS**

### **APPLICATION TIPS**

Most documents in the application should be submitted as a PDF document rather than a picture (jpg). Below are some tips to help you in preparing your documents for upload to the MSCP Application One Drive file.

#### **Scanning Documents**

Candidates that do not have access to a scanner should use the following resources to ensure that any documents that must be scanned (transcripts, TB Test, etc.) are readable.

- iPhone or iPad Notes App – The Notes App on the iPhone or iPad will allow you to take a picture of a document and then save it as a PDF. To do this:
  1. Open the Notes App on your iPhone or iPad
  2. Create a new note
  3. Tap the camera bottom at the bottom of the screen or above the keyboard.
  4. Tap Scan Document
  5. Line up the document you want to scan.
  6. Tap the shutter bottom if the scanner doesn't automatically scan the document.
  7. Tap save after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.
- Google Drive – The Google Drive App will allow you to take pictures and will convert it to a PDF. To do this:
  1. Open Google Drive App on your phone
  2. In the bottom right corner, tap Add or the +
  3. Tap Scan
  4. Take a photo of the document you'd like to scan.
  5. To scan another page, tap Add.

6. To save the finished document, tap done.

-Genius Scan App – This App has a free version for both iPhone and Android. It allows you to take a picture of your documents and will convert them to a PDF. Once you take the picture it will email it to you as a PDF document. It also allows you to take multiple pictures and combine them into ONE PDF document. This is very helpful especially for transcripts that are typically multiple pages long.

### Uploading Files

When uploading your documents to the Application One Drive file:

- You do not need to include your name in the file name since One Drive will automatically add your name to the beginning of the file name.
- Be sure to name your files as indicated below to ensure they are easily identifiable by the Teacher Preparation Advising Center.
  - 1-MSCP Application
  - 2-TB Test
  - 3-Basic Skills Requirement
  - 4-Subject Matter Competency
  - 5-CTC Clearance
  - 6-FW Evaluation \*If applicable

### How to complete the program application and download using DocuSign

1. Click on the link to the DocuSign form.

Click here for a detailed checklist and tips on preparing your program application for upload.

- [1-MSCP Application](#) (The application, pages 1-4, is to be completed and signed via DocuSign. Attach your Personal Statement, and unofficial transcripts from each institution you have ever attended and then download as ONE PDF and saved as "1-MSCP"

2. Enter the requested information and click "Begin Signing" to be taken to the form.

**PowerForm Signer Information**

Fill in your name and email address below and click Begin Signing to complete the MSCP Program Application.

Please enter your name and email to begin the signing process.

**Applicant**

**Your Name: \***

**Your Email: \***

**BEGIN SIGNING**

3. Select continue at the top of the form to begin completing the form.

Please review the documents below.

CONTINUE
FINISH LATER
OTHER ACTIONS ▾

Students must be presently enrolled in or have completed the previous courses with a D- or better grade when submitting this application. Verification of all program requirements and a successful faculty interview are required before you can be admitted into the Multiple Subject Credential Program. Complete the application packet using the checklist on page 2. Upload the complete packet to

4. Complete all the fields on the form. Any field that is outlined in red is required.

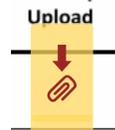
\*Applications received after these dates will be reviewed on a space available

**Check the MSCP Website at [www.csulb.edu/mscp](http://www.csulb.edu/mscp) for the FINAL Application D**

MSCP Pathway (check all that apply):  ITEP  Post-Bac  UTEACH  BILA:

Application for: -- select -- Campus ID #:  Social S

5. You will see yellow Upload boxes where you need to upload documents like your transcripts and personal statement. To upload the required documents, click on the paperclip icon to select the document from your computer to upload. When a document is uploaded it will be added to the bottom of the form so you can scroll down to see it.



6. If you need to save the form and complete it later, click “Finish Later” at the top and enter your email address. This will email you a link to the form you started with everything you have entered saved, for you to complete later.

Please review the documents below.

FINISH
FINISH LATER
OTHER ACTIONS ▾

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7. Once the document is complete, click “Finish” and then select “Download.”

## Save a Copy of Your Document



### Your document has been signed

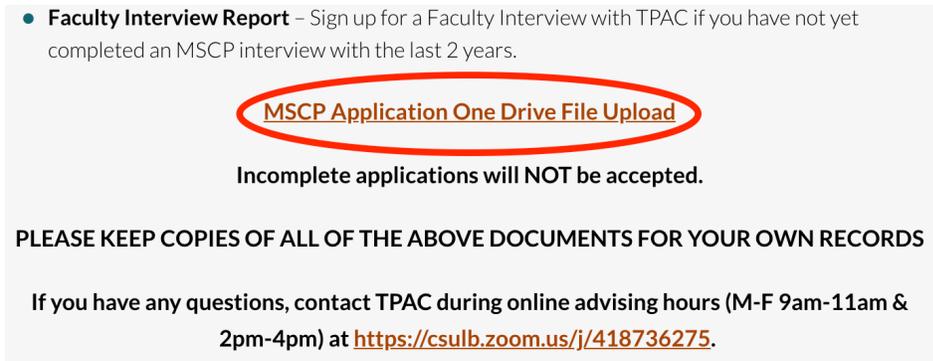
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD
PRINT
CLOSE

8. Save your document to your computer using the proper file naming conventions as stated on the application checklist. You do not need to include your name in the file name since one drive will automatically add it to the file for you.
9. Now upload your file to the MSCP Application One Drive link provided on the MSCP Admission Website.

### How to Upload Files to the MSCP Application One Drive File

1. Click on the MSCP Application One Drive File Upload link at the bottom of the checklist on the MSCP Admission website.



• **Faculty Interview Report** – Sign up for a Faculty Interview with TPAC if you have not yet completed an MSCP interview with the last 2 years.

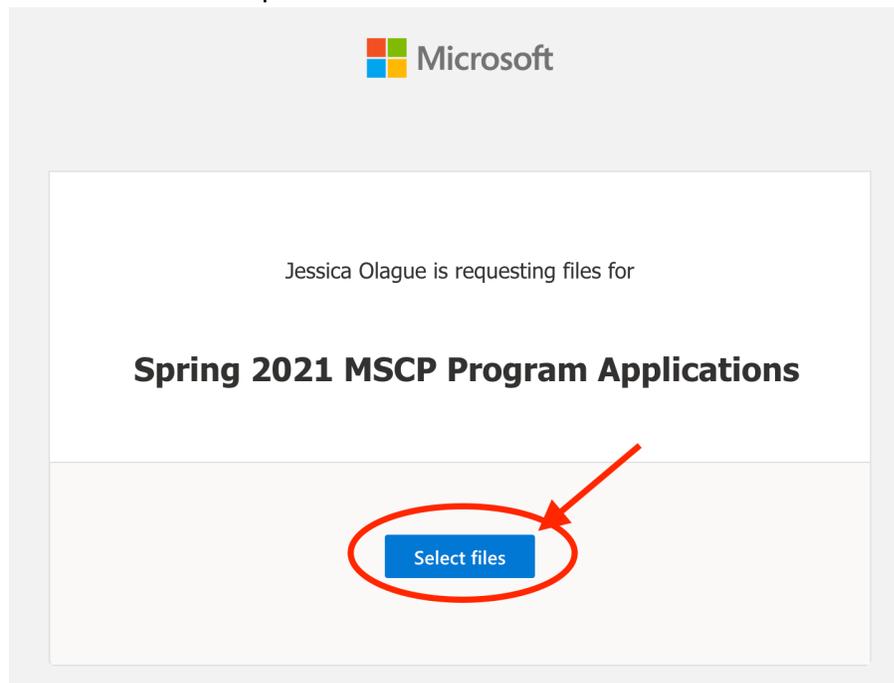
[MSCP Application One Drive File Upload](#)

Incomplete applications will NOT be accepted.

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If you have any questions, contact TPAC during online advising hours (M-F 9am-11am & 2pm-4pm) at <https://csulb.zoom.us/j/418736275>.

2. Click select files in the One Drive upload website.



Microsoft

Jessica Olague is requesting files for

**Spring 2021 MSCP Program Applications**

Select files

3. Select the files for upload on your computer and click Open.
4. Continue selecting “Add more files” until all your files are selected. Enter your First and Last Name and then click Upload.

Jessica Olague is requesting files for

## Spring 2021 MSCP Program Applications

1-MSCP Application.docx ✕

[+ Add more files](#) Total 1 file 11.5 KB

First name \*

Last name \*

5. Once uploaded correctly , you will receive a success message.



**Hey Sally Student, your upload was successful!**

We'll let Jessica Olague know that you uploaded files.