

MULTIPLE 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 MSCP Student Teaching Application One Drive file link provided on the MSCP 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 and Student Teaching Agreement](#) form via DocuSign and the [Student Teacher Placement Information form](#) from at the link below.

Once complete, download your complete application as ONE PDF 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.

Complete the [Student Teacher Placement Information form](#) to indicate your district preferences.

Step 2: Complete and Save the following items for preparation to upload to the MSCP 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"/> Passing CSET Multiple Subject Scores or Verification of Completion of a CTC approved Subject Matter Preparation Program (ITEP students must request a subject matter evaluations prior to submitting the student teaching application.)- 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>

Step 3: Upload your documents to the MSCP Student Teaching Application One Drive file no later than 5pm on Monday March 15, 2021.

- 1-Student Teaching Application
- 2-Evaluation Request
- 3-Payment Receipt
- 4-CTC Clearance
- 5-Basic Skills

- 6-Subject Matter
- 7-TB Test
- 8-CPR

You do NOT need to include your name in the file name since One Drive will automatically add this for you. One Drive is a safe and secure file upload site.

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.

How to complete forms and download using DocuSign

1. Click on the link to the DocuSign form on the MSCP website.
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 to begin filling out the Student Teaching Application.
Please enter your name and email to begin the signing process.

Candidate

Your Name: *
Full Name


Your Email: *
Email Address

BEGIN SIGNING

3. Select continue in the bottom right corner of the screen to begin completing the form.

CALIFORNIA STATE UNIVERSITY
LONG BEACH

Please Review & Act on These Documents

 **Jessica Olague**
California State University, Long Beach

CONTINUE

4. Complete all the applicable fields on the form. Any field that is outlined in red is required.
5. If you need to save the form and complete it later, click “Finish Later” at the top. 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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6. 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.



7. 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.
8. Now upload your file to the MSCP Student Teaching Application One Drive link provided on the MSCP website.

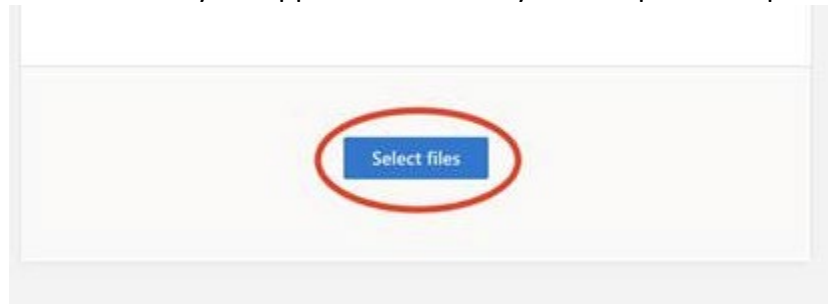
How to Upload Files to One Drive

1. Be sure all your Student Teaching Application files are saved to your computer that is somewhere easily accessible and that they are named appropriately according to the checklist.
2. Click the MSCP Student Teaching Application One Drive file link on the MSCP website in Step 2 of the Application process.

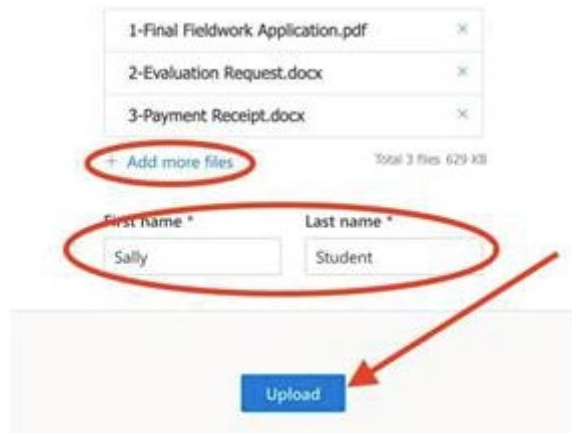
Step 2: Upload your documents to the [MSCP Student Teaching Application One Drive file](#) no later than 5pm on Monday March 15, 2021.

- 1-Student Teaching Application
- 2-Evaluation Request
- 3-Payment Receipt
- 4-CSULB Transcripts
- 5-CTC Clearance
- 6-Basic Skills
- 7-Subject Matter
- 8-TB Test
- 9-CPR
- 10-RICA
- 11-Verification of AoR

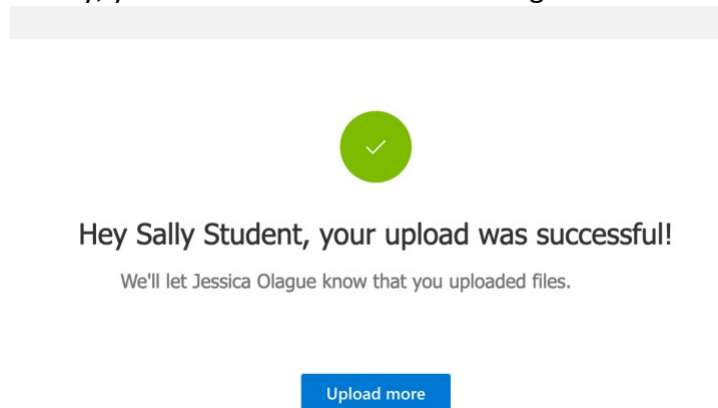
3. Click “Select files” to locate your application files on your computer to upload.



4. Enter your first and last name and then click upload.



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



6. Be sure to upload all required documents. Incomplete application will not be accepted.