

STUDENT TEACHING APPLICATION INSTRUCTIONS

Student Teaching Applications are due in the Teacher Preparation Advising Center by **Tuesday October 1, 2019** for Spring 2020 Student Teaching.

STEP ONE:

Complete and prepare all necessary application forms and documents. Students must have three separate packets to submit in the following steps.

STEP TWO:

Submit the following to your Subject Area Advisor:

- Student Teaching Application for the advisor's signature
- Photocopies of all transcripts **OR** copies of passing CSET scores
- Photocopy of Official Basic Skills Scores (CBEST, AP, SAT, ACT, EPT/ELM, EAP)

STEP THREE:

Submit to the Teacher Preparation Advising Center (EED-67):

- Student Teaching Application must be signed by Subject Area Advisor
- Valid negative TB test (must be valid through student teaching-June 2020. TB test are good for 4 years)
- One CSULB transcript (photocopy or *MyCSULB* printout is acceptable), **highlight** all Single Subject Credential Program coursework (Pre-requisite, Co-requisites and Core Courses).
- Certificate of Clearance website printout **OR** photocopy of 30-day sub permit:
www.ctc.ca.gov > Search for an Educator > Secured Search (enter your SSN and DOB). Print out the list of documents you hold including your Certificate of Clearance.
- Photocopy CSET scores, if applicable
- Photocopy of Official Basic Skills Scores (CBEST, AP, SAT, ACT, EPT/ELM, EAP)

STEP FOUR:

Submit the following to the Credential Center (EED-Room 42) by Tuesday October 1, 2019:

- Credential Evaluation Request
- Receipt from TPAC (You will receive this from TPAC when you complete step 3)
- \$25 – Credit card receipt: <https://commerce.cashnet.com/csulbcdcredentials>, cash (exact change), or check/money order/cashier's check payable to "CSULB" (fee is non-refundable)
- Original Documentation of Basic Skills Requirement (CBEST, AP, SAT, ACT, EPT/ELM, EAP)
- Photocopy CSET scores, if applicable
- Certificate of Clearance website printout **OR** photocopy of 30-day sub permit:
www.ctc.ca.gov > Search for an Educator > Secured Search (enter your SSN and DOB). Print out the list of documents you hold including your Certificate of Clearance.

SPECIAL NOTES

REAPPLY to CSULB for Graduate Admission if you meet one of the following:

- **Graduating Seniors:** Students graduating in Fall 2019/Winter 2020 from their undergraduate or master's program.
- **Non-Matriculated:** Students who have not enrolled in CSULB for more than one semester without applying for an education leave OR students who are taking classes through Open University.

Submit University application at www.calstate.edu/apply by **November 1, 2019** or you cannot student teach in Spring 2020.

WITHDRAWALS: You must notify the Teacher Preparation Advising Center if you decide to withdraw from student teaching. If you have already registered for student teaching courses, you must also withdraw from the course following university procedures. If you withdraw from all classes, you should file a Request for Educational Leave in Enrollment Services in order to preserve your admission status. See SSCP Withdrawal Policy for more information.

CHANGES IN PERSONAL DATA: Please notify the Teacher Preparation Advising Center if you change your name, address, telephone number or email address.