School of Education
Sonoma State University
Single Subject Credential Program Application
Program Application Submission Periods

Fall Admissions only
October 1st – February 28th
Please contact the School of Education for date extensions. *Please note: Only complete applications will be considered for program interview*

Contact the Credentials Office at 707-664-2832 or credentials.office@sonoma.edu with any admission or application questions or visit www.sonoma.edu/education for more information.

Subject Matter Content Areas:
English, Social Science, Art, World Languages (Spanish and French), Foundational Level Math, Mathematics, Music, Physical Education, Foundational Level Science, Physics, Chemistry, Geological Science, Biological Science.

IMPORTANT: In addition to completing this application, please *carefully* review the Single Subject Program Description. It contains critical information regarding the structure and requirements of the program, including prerequisite coursework. You can download the document by clicking on the link above or obtain a copy via the Credentials Office.

APPLICATION PROCESS

APPLICATION PACKET CHECKLIST
(Please submit items in this order - **see pages that follow for detailed descriptions of these items**)

- ❑ 1. Office Check Sheet
- ❑ 2. Application for Admission to Single Subject Program (submit hardcopy)
- ❑ 3. Statement of Purpose (submit hardcopy or online)
- ❑ 4. Basic Skills Requirement (submit hardcopy or online)
- ❑ 5. CSET Exam/Subject Matter Waiver (submit hardcopy or online)
- ❑ 6. Verification of Pre-Program Field Experience (submit hardcopy or online)
- ❑ 7. Transcripts
- ❑ 8. Prerequisite Coursework
- ❑ 9. Letters of Recommendation (two required) (submit hardcopy or online)
- ❑ 10. Certificate of Clearance (submit hardcopy or online)
- ❑ 11. TB Clearance (submit hardcopy)
- ❑ 12. Documentation of Graduate/Postbac University Admission or Application (submit hardcopy)

APPLICATION INTERVIEW
- ❑ 1. Interview

ADMISSIONS ORIENTATION
- ❑ 1. Program Overview
- ❑ 2. Field Placement Fair
- ❑ 3. Meeting with Advisors
- ❑ 4. Review of Credential File

Single Subject Credential Program Admission Requirements

Individuals may apply to a Single Subject Credential Program if they have a Bachelor's degree OR senior status of 90 units toward graduation OR are in an Integrated Program. Candidates applying for the Single Subject Program are expected to meet the admission requirements identified below (with the exception of the Legal Information Requirement – see note at bottom of SS C). All materials should be sent/delivered to: Credentials Office, Stevenson 1078, 1801 E. Cotati Avenue, Rohnert Park, CA 94928, in one complete packet.

1. Office Check Sheet (SS – 1)
   Fill in the required information on part A of the office check sheet only. ***IF supporting documents were uploaded through Cal State Apply, you may not need to resubmit with the program application.***

2. Application for Admission to Single Subject Program (SS-2 through SS-8)
   Fill in the required information.

3. Statement of Purpose: Please follow guidelines on page (SS-6)

4. Basic Skills Requirement:
   Candidates must provide verification of Basic Skills by providing **ONE** of the following:
   - Passage of the CBEST: Provide a copy of your PDF report of your passing scores *or* proof of registration
       - Registration for CBEST can be found at http://www.ctcexams.nesinc.com/. It is also recommended that indicates request for scores to be reported to SSU*.*
   - Passage of the College Board SAT English (500) & SAT Math (550) – Copy of score report.
   - Passage of the ACT English (22) & ACT Math (23) – Copy of score report.
   - Verification of AP English Language and Composition or the AP English Literature and Composition Exam (score of 3 or higher) and the AP Calculus or Statistics Exam (score of 3 or higher) – Copy of score report.
   - Original score report showing a score of "college ready" or "exempt" in the English and Math sections of the Early Assessment Program (EAP)
   - Original score report showing a score of 50 on the Entry Level Math (ELM) exam and 151 on the English Placement Test (EPT)
   - A combination of the scores from the EAP and the EPT/ELM as long as you have passed a section of the English and a section for Math

   Verification of Basic Skills must be completed and documented <u>prior</u> to beginning Phase I.

5. Subject Matter Competency: (Submit ONE of the following): *Verification of subject matter competency must be completed and documented prior to admission into a credential program.*

   - Passage of the California Subject Examination for Teachers (CSET) is required by the State of California prior to enrolling in a Single Subjects credential program.
   - Program applicants should register for the appropriate CSET exams and request for scores to be reported to SSU. CSET test dates, test registration procedures, deadlines, and test score reporting dates are available at http://www.ctcexams.nesinc.com/. You can also contact the Credentials Office for this information.
   - While passage of exam is not required to apply to the program, proof of exam registration is required to be considered for the program applicant interview which takes place in the spring semester prior to admission.
   - **Passing scores for the CSET examinations must be received by our office no later than May 15 in order to be considered for a fall semester admission to the program. Please check the CSET website for test administration and result availability dates in order to meet this score receipt deadline.** Submit photocopy of official score report directly to the Credentials Office
     The sooner the exams are taken the better as it takes 4-6 weeks to receive official test results.

   OR

   - *Subject Matter Waiver:* Document attesting that the candidate has completed an approved subject matter preparation program (e.g. English, Mathematics, Music, programs at SSU). Please see your program advisor at the institution where you received your BA for confirmation. *Please provide waiver program completion letter or verification of enrollment in a waiver program.*

6.   <u>Verification of Pre-Program Field Experience:</u>

A total of at least 45 hours of pre-program field experience is required and **MUST** be completed by the time you file your application to the Single Subject Credential program. Complete "Verification of Field Experience" (SS-8) form and submit with this application packet. See page SS-8 for details.

7.   <u>Transcripts</u>

Provide a complete set of ***official*** transcripts of all previous colleges and universities attended with your application. For admission, the candidate must have attained a cumulative grade point average of at least 2.67 in all baccalaureate and post-baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units attempted. Transcripts from community colleges and other colleges/universities must be obtained from the registrar of each of the institutions you attended. This includes all coursework taken through the most recent semester/summer school. Failure to include copies of transcripts will delay your application and may result in denial of admission. (*Please note: transcripts you submit **will not be shared** between the Credentials Office and Admissions and Records. **Be sure to submit separate copies to <u>each</u> office**. Admissions & Records requires <u>official</u> transcripts.*)

8.   <u>Prerequisite Coursework</u>

The Single Subject Program has two prerequisite courses, EDUC 417 and EDSS 418, which MUST be satisfactorily completed prior to beginning the program. Please submit ONE of the following with your application:

➢ Proof of satisfactory *completion of* EDUC 417 & EDSS 418 via copy of unofficial transcript
➢ Proof of *enrollment in* EDUC 417 & EDSS 418 via copy of unofficial transcript

If you have not satisfactorily completed AND are not enrolled for these courses, please contact the Credentials Office for instructions on how to enroll for the prerequisites. These courses are available during Fall and Spring semesters and during the Summer session.

9.   <u>Letters of Recommendation: (two required)</u>

Ask two instructors, supervisors or other individuals (family members not acceptable) who are in a professional position to recommend you to the teacher preparation program to write a *Professional* letter of recommendation on professional letterhead. Letters **must** be current and original (within the last 6 months). Submit the two letters with your application packet. **Please see SS 5a for more important details regarding letters of recommendation. Letters may also be submitted by the reference directly to credentials.office@sonoma.edu.**

10.   <u>Certificate of Clearance:</u> In accordance with California State law and Education code, all teaching credential applicants must go through a background check and fingerprinting process BEFORE entering the program. Please follow instructions provided in this application. It is advantageous to get this turned in early so that it will not delay your admission. Download, print, and fill out the "Request for Live Scan" form from http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf. Acceptable documentation in lieu of forms: most credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30- day, pre-intern, emergency long-term, clear or preliminary, or children's center permits.

11.   <u>TB Test:</u> TB test verification should be a photocopy of a note or card from a Doctor. A negative skin test or a letter from a doctor verifying a clear chest x-ray is acceptable. Test or x-ray evaluation should be no more than 60 days old.

12.   <u>Documentation of University Graduate/Postbac Admission or Application:</u>

All applicants who are not currently enrolled at SSU through the regular university as graduate/postbac students MUST also apply to Sonoma State University as graduate students via Cal State Apply. This includes undergraduates who will complete their BA or BS degree before starting the credential program. (***Please note: You must also submit separate transcripts to Admissions and Records upon their request.***)

Please submit ONE of the following as proof that you have completed the University Graduate/Postbac Application process:

o On-line University Graduate/Postbac application receipt
o Sonoma State University Transcript demonstrating current Graduate/Postbac enrollment

Note to International Students: Information regarding the Evaluation of International College Completion Requirements can be found on our website at:
http://www.sonoma.edu/education/application_docs/International%20Evaluations.pdf

*If you are having difficulties completing these requirements prior to submitting your application, please email the Credentials Office at: credentials.office@sonoma.edu for assistance.

Legal Information Requirement:

California law and credential standards require that all teacher education candidates receive information about illegal discrimination, sexual harassment and suspected child abuse reporting BEFORE entering the program. The School of Education will be contacting you when you have access to enroll **OR** if you are currently an enrolled SSU student you may complete the training via Moodle. To register, please contact the Administrative Coordinator at 707-664-2509 or the Student Services Coordinator at 707-664-2593. **This requirement must be completed prior to enrolling in program courses. A registration hold will be put in place until this requirement is met.**

Office Check Sheet: Please Complete Part A Only

Part A

Name: _____
          Last   First   Middle   Former Name/s

SSU Email Account (if available) _____ (PLEASE PRINT CLEARLY)

Personal Email Account _____ (PLEASE PRINT CLEARLY)

Address: _____
          Street   City   State   Zip

Telephone: Home _____   Cell _____

               Work _____

DO NOT WRITE BELOW THIS LINE: Part B for Office Use Only

Part B

Date Processed: _____

NEED.
_____ 1. Office Check Sheet
_____ 2. Application for Admission to SS Program
_____ 3. Statement of Purpose
_____ 4. Verification of Basic Skills (see item #4 on Instructions page SS A)
_____ 5a.Verification of CSET: Single Subject Area _____ IP Date OR ____Copy of official report (PDF) if exam
is met.**(submit 5a. OR 5b.; only one is required)**
_____ 5b. Subject Matter Waiver _____MET OR IP Date: _____
_____ 6. Verification of Pre-Program Field Experience
_____ 7. Official Transcripts from the following institution/s:

_____   _____   _____

_____   _____   _____

_____ 8. Verification of satisfactory completion of or enrollment in checked prerequisites:
        ☐EDUC 417   ☐EDSS 418
_____ 9. Letters of Recommendation (2 required) **Please Submit:** ___One letter   ____ Two Letters
_____ 10. Certificate of Clearance
_____ 11. TB Clearance (negative results & not older than 60 days)
_____ 12. Completion of Legal Seminar
_____ 13. Documentation of University Admission or Application

As of _____, your application packet is ☐COMPLETE   ☐INCOMPLETE.

If we have marked the INCOMPLETE box, please submit items marked above as NEED as soon as possible. Failure to do so may result in your application being delayed and/or being denied for admission. (Please note: Only complete applications will be considered for an interview)
If we have marked the COMPLETE box, no additional items are required at this time. Notification of an Interview and/or admission to the program will follow from the Credentials Office.

Please to go http://www.sonoma.edu/education/admissions/requirements.html for updates and deadlines

Rev 12.04.17

Name: _____
<table>
<tr><td>Last</td><td>First</td><td>Middle</td><td>Former Name/s</td></tr>
</table>

Date of Birth: _____   **Gender:** _____Male _____ Female

Social Security Number: _____   **SSU Student ID Number:** _____
<div align="right">(if available)</div>

Subject Area for which you are applying:

Single Subject Please select one area: ___Art   ___Biological Science   ___Chemistry   ___English
___Foundational Level Math   ___Foundational Level Science   ___French   ___Geoscience   ___Math   ___Music
___Physical Education   ___Physics   ___Social Science   ___Spanish

Full Time _____   Part Time _____

Ethnic Identity – Indicate the group with which you most strongly identify

_____ 1.	American Indian/Alaskan Native	_____ 13.	Laotian
_____ 2.	Black Non-Hispanic, including African American	_____ 14.	Vietnamese
_____ 3.	Mexican-American, Mexican, Chicano	_____ 15.	Thai
_____ 4.	Central American	_____ 16.	Other Southeast Asian
_____ 5.	South American	_____ 17.	Guamanian
_____ 6.	Cuban	_____ 18.	Hawaiian
_____ 7.	Puerto Rican	_____ 19.	Samoan
_____ 8.	Other Latino, Spanish-origin, Hispanic	_____ 20.	Other Pacific Islander
_____ 9.	Chinese	_____ 21.	White
_____ 10.	Japanese	_____ 22.	Filipino
_____ 11.	Korean	_____ 23.	Other
_____ 12.	Asian Indian	_____ 24.	Decline to State

Applicant Specifics

BA or BS Degree: _____
Major   Institution   Year Graduated (or year & term expected)

Advanced Degree: _____
Major   Institution   Year Graduated (or year & term expected)

How did you hear about the SSU School of Education SS Program? _____

Have you previously held a teaching credential? _____YES _____ NO

If yes, indicate the following AND **include a COPY of the credential with this application:**

Type (i.e., Multiple Subjects, Single Subject, Vocational Ed, etc.) _____

Issued by which state: _____   Expiration Date: _____

☐ I have submitted **ALL** documents as listed below via Cal State Apply. **(If not submitted attach to this application)**
- Exams: Basic Skills, Subject Matter Competency
- Statement of Purpose
- 45 hours of field experience
- Letters of Recommendation

_____   _____
Applicant's Signature   Date

Name:_____ *(please print)*

List ALL accredited colleges and universities attended, including Sonoma State University if applicable. You will need to provide *official* transcripts to the Credentials Office for *each* institution you list below:

Institution	**Dates of Attendance**	**Degree(s) Awarded (if applicable)**

Personal and Professional Fitness: All questions must be answered by placing an "X" in the proper column.
Any "YES" answer must be explained fully on a separate sheet of paper.

		YES	**NO**
a.	Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?	____	____
b.	Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or any other state or place?	____	____
c.	Have you resigned from or otherwise left public employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?	____	____
d.	Are you now the subject of any inquiry, review or investigation? by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certification of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state?	____	____
e.	Have you ever been convicted, including a plea of nolo contendere, in California or in any other state or place of any felony or misdemeanor offense, involving children, a school, school employment, educational personnel or property, or any combination of these?	____	____
f.	Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or any other state or place?	____	____

Signature of applicant: _____

Note: Education Code, Section 44320 as amended requires all credential programs applicants to obtain a Certificate of Clearance prior to admission to student teaching, including the field practicum for Pupil Personnel Services credentials. Application materials and instructions are available at the Credentials Office. If admitted to a basic teaching credential program, you will be given the materials to apply for the Certificate of Clearance at orientation. All of the above questions are asked on the application form for the Certificate of Clearance. The Certificate of Clearance is a document issued by the Commission on Teacher Credentialing allowing you to enter a public school classroom for field experience and student teaching. The application for the Certificate of Clearance requires you to answer questions regarding your personal and professional fitness. Along with the Certificate of Clearance application, you are required to submit proof of Live Scan fingerprinting to the Commission on Teacher Credentialing. The fingerprints are processed through the California Department of Justice and the Federal Bureau of Investigation. The Certificate of Clearance is issued after successful completion of the application and fingerprint processing.

Applicant Name _____   Last 4 digits of SSN: _____

Credential program to which you are applying_____

To the applicant: Complete the top of this form. You are required to submit a minimum of two recent (within the last six months) and official (original dated, signed and sealed) letters of recommendation. Please give a copy of this form to each person writing a letter of reference. Letter will be considered unofficial if envelope seal is broken.

To the person writing this letter of reference:
Please write a letter that indicates your sense of the applicant's readiness and qualifications for entering a teacher credentialing program. ***Please sign the letter, attach it to this form, seal it in an envelope, and sign the back of the envelope.*** You may return the envelope to the applicant or mail it directly to:

Credentials Office
School of Education
Sonoma State University
1801 E. Cotati Ave.
Rohnert Park, CA 94928

Letter may also be submitted (as attachments) to credentials.office@sonoma.edu (only accepted from person writing reference)

In your letter, please address some or all of the following:
- In what capacity you have worked with the applicant
- How long you have known the applicant
- The applicant's
  - aptitude and passion for teaching
  - openness to exploring new ideas and multiple perspectives and commitment to lifelong learning
  - ability to communicate and work with children, adolescents, and adults
  - dependability, conscientiousness, reliability, and trustworthiness
- Any other qualities that demonstrate the applicant's qualifications as a credential student and future public school teacher

_____   _____   _____
Name   Title   Institution

_____   _____
Signature   Date

Applicant Name _____   Last 4 digits of SSN: _____

Credential program to which you are applying_____

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    - ability to communicate and work with children, adolescents, and adults
    - dependability, conscientiousness, reliability, and trustworthiness
- Any other qualities that demonstrate the applicant's qualifications as a credential student and future public school teacher

_____   _____   _____
Name   Title   Institution

_____   _____
Signature   Date

Directions: Please submit your own word processed essay, but attach this sheet as your cover page. The usual length for the statement is 2 to 3 pages, double spaced.

Name _____   Last 4 digits of SSN: _____

Please include the following three elements in your statement of purpose:
- ❏ A brief personal history leading to your decision to become a teacher including your education and activities that directly relate to teaching,
- ❏ The knowledge, skills and professional dispositions that you believe are essential for the teaching profession,
- ❏ An explanation of why you chose Sonoma State University to pursue your teaching credential with a focus on the School of Education's Vision, Mission, and Core Values and how these statements support your own vision of teaching and learning.

Sonoma State University School of Education

Mission Statement

The School of Education provides transformative educational experiences through teaching, research, and key initiatives. We prepare undergraduates, graduate students and credential candidates to advocate for social justice in their learning and throughout their careers so that students, schools, and communities flourish.

Core Values

1. **We believe** that examining and respecting human differences is central to educational inclusivity.

2. **We believe** that collaboration and community partnerships strengthen our work.

3. **We take** a critical and reflective stance in light of educational and social inequities.

4. **We are committed** to equity and access in education for all students.

5. **We promote** meaningful learning through theoretically sound and research-based pedagogies.

Candidate's Name: _____

Program (check one): ☐ **Multiple Subject**   ☐**Single Subject**   ☐**Special Education**
☐ **M/M** ☐ **M/S**

Instructions:

Below are options to fulfill the pre-admission field experience requirement for entrance into the Multiple Subject, Single Subject or Special Education Credential Program at Sonoma State University.

Please have an appropriate teacher/administrator complete this form to verify your experience and have it returned to you so that you may submit it with your application to the credential program. **Please note:** experience does not have to be in a classroom setting to meet the experience requirement.

Section 1 – Please check appropriate box.

☐ 1. Completion of at least 45 hours of **volunteer experience** working with students at the grade level and/or with the special education requirements of the credential you are seeking.

☐ 2. Completion of at least 45 hours of experience as a **teacher's assistant** working with students at the grade level and/or with the special education requirements of the credential you are seeking.

☐ 3. Completion of 45 hours of experience as a **classroom teacher with an Emergency Permit** at the grade level and/or with the special education requirements of the credential you are seeking.

☐ 4. Successful completion of any **course or courses which involved field experiences of** 45 hours during which you worked with children and or adolescents at the grade level and/or with the special education requirements of the credential you are seeking.

☐ 5. **Alternatives** to the above are possible. Please contact the Credentials Office for more information.

Section 2 – Site Information and Verifying Signature

_____   _____
School   Location

_____   _____
Grade Level(s) of verified experience   Indicate if RSP, Mild/Moderate or Moderate Severe
                                                                              (Education Specialist Candidates Only)
From: _____ To: _____
Dates of service

_____   _____
Verifying Teacher's/Administrator's Name   Verifying Teacher's/Administrator's   Date
Print   Signature

Please note: Hours __MUST__ be within the last two years.

The State of California requires that all teachers, counselors and administrators working with students in public schools have a Certificate of Clearance. **PLEASE NOTE**: If you already have a Certificate of Clearance issued through the Commission on Teacher Credentialing (CTC), or a valid California teaching or service credential (including emergency permits) which require fingerprint clearance, you are not required to be cleared again.

Fingerprint clearances obtained through other organizations or agencies (e.g. school districts, private schools, group homes, or child care centers) are NOT accepted by the CTC.

PLEASE carefully review the Notice of Delay policy on the reverse side of this form prior to filing for your Certificate of Clearance.

INSTRUCTIONS FOR FILING

STEP 1: Do a Live Scan Fingerprint Service.

Complete the "Request for Live Scan Service" form found at http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf and take it to the Sonoma County Office of Education (SCOE) or another Live Scan service location. Your Live Scan fingerprints will be sent electronically to the FBI and the California Department of Justice (DOJ). *Please Note:* If you are planning on obtaining a substitute teaching permit in Sonoma County, have your fingerprints taken at SCOE. If you don't plan on getting a substitute teaching permit, have your fingerprints taken at a location of your choice; visit http://ag.ca.gov/fingerprints/publications/contact.htm to search for fingerprinting locations throughout the state. *You can go to any agency that provides live scan fingerprinting provided you use the attached live scan form.* **Make sure that the Live Scan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**

STEP 2: Navigate to the Commission's online Direct Application Site (Please note: SAFARI will not work to go through this process) *It is important that you allow the site below as a trusted source in your computer prior to starting the process to avoid delays.*Visit www.ctc.ca.gov.

STEP 3: Click on the "Submit an Online Application" link, select "Submit Your Application Online" *(read carefully):* Enter your social security number and date of birth. Be ACCURATE when entering information online as it is critical to the clearance process; errors and/or omissions will result in delays on your clearance. Click "OK" *Note: If you have previously filed for a permit/certificate with the CTC your information will come up. If your personal information appears verify that it is correct and proceed to* step 7*. If no information appears you will get the following message "**The information entered does not exist in the database, re-enter your Social Security Number and Date of Birth"** if you get this message proceed to Step 4-10*

STEP 4: Click on the "Create Person" button, enter your full legal name, current email address, etc. Verify your personal information is correct and click save.

STEP 5: Move down to the address section. Click "NEW" to add your mailing address. Failure to add a mailing address can result in significant delays in the process. Click "NEXT" to proceed.

STEP 6: Click the "*CREATE NEW*" button under **"**Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate" This option is ONLY for those seeking background clearance.
Under "Document/Authorization Pick" click the down arrow by "General Application Category", select "Certificate of Clearance/Activity Supervisor Clearance Certificate". In the Document/Authorization Title area, select "Certificate of Clearance", then click "NEXT". Review the information under "*PROFESSIONAL FITNESS QUESTIONS*" then click "NEXT" and proceed to answer the questioner.

STEP 7: After completing the "Professional Fitness Questions" complete the Oath and Affidavit section and click "Proceed to Payment", a new window will appear to process your payment. Please do not click the BACK or REFRESH button.

STEP 8: Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of $50.00. Note: A $2.50 processing fee will also be added by CTC.

STEP 9: Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.

STEP 10: Print a copy of the email you receive AND submit a copy of it, along with a copy of your Lives can fingerprinting receipt, to the Credentials Office.

Please note: CTC asks that you submit supporting materials to complete the process. This is required only if you answered "yes" to any of the Professional Fitness Questions.

You will not be allowed to begin program coursework until all steps listed above have been completed. It is, therefore, to your advantage to apply for clearance as soon as possible.

GENERAL NOTES

1. Keep copies of all emails and live scan receipts.

2. The CTC will issue your Certificate of Clearance online only (it can take up to three months for CTC to receive reports from the FBI and the DOJ and then issue the actual Certificate of Clearance online). To follow the progress of your Certificate of Clearance application or print documentation of the issued Certificate, go to: www.ctc.ca.gov

3. If you have questions, please telephone the Credentials Office at (707) 664-2832 or email us at credentials.office@sonoma.edu.

When a person applies for a Certificate of Clearance or a credential via the California Commission on Teacher Credentialing (CTC), a thorough background check is performed by the CTC. In some cases, if an applicant has a previous record, the CTC requests additional documentation before a Certificate of Clearance or credential can be granted. This may result in an applicant appearing on a Notice of Delay list. The policy below describes the implications appearing on such a list would have on a School of Education student.

If you have a previous record and would like to discuss the clearance process prior to applying for your Certificate of Clearance, please contact our office at credentials.office@sonoma.edu or 707-664-2832.

Notice of Delay Policy

When students in our programs are placed by CTC's Professional Practices Division on a Notice of Delay list, they will be immediately placed on a leave of absence from our program (not necessarily removed from the program) until the issue that placed them on the Notice of Delay list is resolved. Individuals on a Notice of Delay list, by law, are not allowed to participate in pk-12 classrooms.

Students on a Notice of Delay list are not allowed to continue in coursework, field related or not, until the Division of Professional Practices has made a determination about their status. Should a student appear on a Notice of Delay list, he or she must immediately contact the appropriate department chair in the School of Education to address this issue.

If a student is removed from courses and he or she is otherwise making satisfactory progress in the program, the withdrawal will be grade neutral (w); fees will not be refundable under this type of withdrawal unless otherwise allowed by University policy. If a school district continues to allow a student on a Notice of Delay list to participate in a pk-12 classroom, as an intern, substitute teacher or in any other capacity, it is clear that the student will be under the responsibility of the school district and not Sonoma State University.

Important: Being placed on a leave of absence from the School of Education does not equal being on a leave of absence from the University. If an enrolled student does not resolve a Notice of Delay issue & re-enrolls within 1 semester after being removed from coursework, he or she will need to reapply for University admission in order to register for courses in a subsequent semester.