



SCHOOL OF EDUCATION, CREDENTIALS OFFICE

SECONDARY EDUCATION-Stevenson 1078
1801 E. Cotati Avenue, Rohnert Park, CA 94928 - 707.664.2832 - Fax 707.664.2083

Application Tips For Single Subject Credential Program:

Thank you for your interest in our program. Please follow the steps below to facilitate the process.

Have a BA/BS and need to take program prerequisite courses ONLY? Follow **Option 1** Instructions

Have a BA/BS and have completed prerequisite courses during undergraduate work? Follow **Option 2** Instructions

Have a BA/BS and were admitted to SSU to complete prerequisite courses? Follow **Option 3** Instructions

OPTION 1-Prerequisites ONLY

If you already hold a BA/BS degree, and need to take prerequisite courses to prepare to apply to program, you only need to apply to SSU via [Cal State Apply](#).

1. Complete university application via Cal State Apply
2. Complete the CREDP/100 program application.
3. Submit **OFFICIAL TRANSCRIPTS** to the Office of Admissions and Records.

OPTION 2- Prerequisites met during undergrad work

If you completed prerequisite courses during your undergraduate coursework you need to:

1. Apply to SSU via [Cal State Apply](#)
 - a. Complete quadrant 1, 2, 3, and 4. Make sure to upload documents where necessary.
 - b. Submit **OFFICIAL TRANSCRIPTS** to the Office of Admissions and Records.
2. Submit the [Program Application](#) to the School of Education by established deadlines. Note: This program is open for Fall admission only.
 - a. Supporting documents with exception of transcripts not needed IF you uploaded to Cal State Apply.
 - b. Submit **OFFICIAL TRANSCRIPTS** to the School of Education.

NOTE: TWO sets of Official Transcripts are required and must be printed within the last 2 years of application. One set to be sent to the Office of Admissions and Records, second set to the School of Education.

OPTION 3- Already admitted to SSU as a Post baccalaureate student

If you have a BA/BS, were admitted to SSU to take the required prerequisite courses, and you are currently taking them or you completed them the semester immediately before you are applying to program, you will need to:

1. Submit the [Program Application](#) to the School of Education by established deadlines.
 - a. Documents to include with application packet:
 - i. Verification of preprogram field experience
 - ii. Letters of recommendation
 - iii. Professional Goal Statement
 - iv. Exam results or verification of registration
 - v. Certificate of Clearance
 - vi. TB Clearance
 - vii. **OFFICIAL TRANSCRIPTS.**

Please contact the Credentials Office if you have any questions about the process.